

MCO 1510.123
Individual Training Standards (ITS)
System for

CIVIL
AFFAIRS



Signed 20 Dec 00
W. E. GASKIN
By direction

MARINE CORPS ORDER 1510.123

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR CIVIL AFFAIRS

Ref: (a) MCO 1510.34A
(b) MCO 1553.1B
(c) MCO 1553.2
(d) MCO 1553.3
(e) MCO 3500.27

Encl: (1) Description of an Individual Training Standard
(2) Management of Individual Training Standards
(3) Summary/Index of Individual Training Standards
(4) Common Individual Training Standards
(5) Training Support
(6) Individual Training Standards
(7) Summary/Index of Individual Training Standards by Specific Category (MOJT, DL, PST)

1. Purpose. To publish the Individual Training Standards (ITS) at enclosures (1) through (7) for MOS 0503 Civil Affairs Officer and MOS 0513 Civil Affairs Noncommissioned Officer.

2. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSS establish the training requirements for all Marines in the same occupational field (OccFld), Military Occupational Specialty (MOS), or billet. They provide a foundation upon which unit commanders, Functional Learning Center (FLC) directors, and distance learning (DL) developers build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSS represent the skills that contribute to the unit mission as expressed in the Mission Performance Standards (MPS). Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

3. Information

a. ITSS are used by unit commanders, FLC directors, and DL developers to design, develop, conduct, and evaluate the individual training of Marines. Unit commanders are responsible for the sustainment of all individual tasks that have been deemed, through analysis, to support the unit's Mission Essential Task List (METL). Unit commanders can, therefore, use the tasks contained in this Order as the basis of individual training through Managed On-the-Job Training (MOJT), instruction in unit-level schools, or incorporation in their training plans. FLC directors and DL developers will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the

tasks, conditions, standards, and performance steps of each associated ITS. Task lists reported on Course Descriptive Data (CDD) submissions will consist of tasks contained in this Order that are designated for training at the appropriate level in the FLC. Task lists reported on Distance Learning Descriptive Data (DLDD) submissions will consist of tasks contained in this Order that are designated for DL training at the appropriate level.

b. Unit commanders and FLC directors are responsible for reviewing their training programs per reference (e) and making interventions that reduce risk to acceptable levels.

4. Action

a. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

(1) Ensure all FLCs use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure the Marine Corps Institute (MCI) and the Combat Visual Information Center (CVIC) provide standardized performance support tools (PST) and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Operating Force and Supporting Establishment commanders and MOS Specialists/OccFld Managers.

(4) Ensure the Combat Development System identifies and mitigates the impact on training, by MOS and ITS, of all new equipment.

b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual training.

(2) Conduct MOJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in so far as the tasks support unit mission requirements.

5. Submission of Recommendations and Requirements. Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG MCCDC (C 472) via the chain of command.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

W. E. GASKIN
By direction

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DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents an MOS (or billet), a duty (or functional) area within that MOS, and a specific task included in that duty area. Each part is separated by periods. An example of an ITS Designator is 0311.02.08.

a. The first four positions ("0311" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7 (MOS Manual).

b. The middle two positions ("02" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero. In the example above, "02" represents the second duty area under MOS 0311.

c. The last two positions ("08" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero. In the example above, "08" represents one task within the second duty area under MOS 0311.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for an MOS are designated as "Core." Those advanced skills that are mission, grade, or billet specific are designated as "Core Plus."

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. Reference(s). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSs are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months

ENCLOSURE (1)

between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

b. Training Materiel (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Ammunition (Optional). This section includes any ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

d. Distance Learning Product(s) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

e. Performance Support Tool(s) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS

1. ITS Use

a. ITSS form the basis for all individual training in Functional Learning Centers (FLC) and units. They are written for all MOSs in order to specify the critical skills required by units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).

b. FLC directors are responsible for reviewing all ITSS marked for initial training at the FLC. They must conduct courses of instruction on those ITSS appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with the Systems Approach to Training (SAT), a Program of Instruction (POI) must also be developed for the course.

c. ITSS provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through Managed On-The-Job Training (MOJT), as appropriate.

d. A Marine should continue to receive instruction on ITSS that support the unit's METL. Individual training cannot cease upon graduation from the FLC because FLCs cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSS and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the FLCs, and staff agencies at both Headquarters, U.S. Marine Corps and the Marine Corps Combat Development Command (MCCDC).

b. ITSS are ultimately validated by unit commanders and FLC directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by FLCs are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSS. Unit commanders can recommend changes through participation in a school's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 4-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSS support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSS through the chain of command.

ENCLOSURE (2)

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure is a summary listing of all ITS tasks grouped by MOS and Duty Area.
2. Format. The columns are as follows:
 - a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.
 - b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.
 - c. TITLE. ITS Task Title.
 - d. CORE. An "X" appears in this column when the task is designated as a "core" task required to "make" a Marine and qualify that Marine for the appropriate MOS. The absence of an "X" indicates that this is an advanced ("core plus") task that is mission, grade, or billet specific.
 - e. FLC. Functional Learning Center. An "X" appears in this column when the FLC is designated as the initial training setting. The absence of an "X" indicates that the initial training is accomplished through Managed On-The-Job Training (MOJT).
 - f. DL. Distance Learning Product. An "X" in this column indicates that at least one DL product is associated with this task. Consult enclosure (6) for details.
 - g. PST. Performance Support Tool. An "X" in this column indicates that at least one PST is associated with this task. Consult enclosure (6) for details.
 - h. SUS. Sustainment Training Period. An entry in this column represents the number of months between evaluation or retraining by the unit to maintain the proficiency required by the standard, provided the task supports the unit's METL.
 - i. REQ BY. Required By. An entry in this column depicts the lowest grade required to demonstrate proficiency in this task.
 - j. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
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MOS 0503, Civil Affairs Officer

DUTY AREA 01 - GENERAL

1)	0503.01.01	CONDUCT A CIVIL AFFAIRS (CA) COMMAND ORIENTATION	X	X	X		12	Capt	6-A-1
2)	0503.01.02	DELIVER A CIVIL AFFAIRS (CA) SITUATION BRIEF	X	X	X		12	Capt	6-A-2
3)	0503.01.03	DEVELOP AN AREA STUDY	X	X	X		12	Capt	6-A-3
4)	0503.01.04	CONDUCT AN AREA ASSESSMENT	X	X	X		12	Capt	6-A-5
5)	0503.01.05	IDENTIFY FUNDING SOURCES IN CIVIL AFFAIRS (CA) ACTIVITIES	X	X	X		12	Capt	6-A-6

ENCLOSURE (3)

SEQ TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
<u>DUTY AREA 02 - CIVIL AFFAIRS PLANNING</u>								
1) 0503.02.01	PLAN A CIVIL-MILITARY OPERATION (CMO)	X	X	X	12	Capt	6-A-8	
2) 0503.02.02	PREPARE CIVIL-MILITARY OPERATION (CMO) ESTIMATE OF THE SITUATION	X	X	X	12	Capt	6-A-9	
3) 0503.02.03	WRITE A CIVIL AFFAIRS (CA) ANNEX (ANNEX G) TO AN OPERATION ORDER (OPORD)	X	X	X	12	Capt	6-A-10	
4) 0503.02.04	ADVISE MARINE AIR GROUND TASK FORCE (MAGTF) COMMANDER ON THE MORAL AND LEGAL OBLIGATIONS TO THE PUBLIC	X	X	X	12	Capt	6-A-12	
5) 0503.02.05	ADVISE THE MARINE AIR GROUND TASK FORCE (MAGTF) COMMANDER ON THE EXECUTION OF THE LEGAL ASPECTS OF CIVIL-MILITARY OPERATIONS (CMO)	X	X	X	12	Capt	6-A-13	
6) 0503.02.06	COORDINATE CIVIL-MILITARY OPERATIONS (CMO) WITH HIGHER AND ADJACENT STAFFS AND CIVIL AFFAIRS (CA) UNITS	X	X	X	12	Capt	6-A-15	
7) 0503.02.07	ESTABLISH THE CIVIL AFFAIRS (CA) OPERATIONS CELL	X	X	X	12	Capt	6-A-15	
8) 0503.02.08	DEVELOP A LOCAL CIVIL DEFENSE PLAN	X	X	X	12	Capt	6-A-17	
9) 0503.02.09	DEVELOP A CIVIL INFORMATION PROGRAM	X	X	X	12	Capt	6-A-18	
10) 0503.02.10	PREPARE A CIVIL-MILITARY OPERATIONS (CMO) FRAGMENTARY ORDER (FRAGO)	X	X	X	12	Capt	6-A-20	
<u>DUTY AREA 03 - CIVIL AFFAIRS ACTIVITIES</u>								
1) 0503.03.01	OPERATE A CIVIL AFFAIRS (CA) OPERATIONS CELL	X	X	X	12	Capt	6-A-22	
2) 0503.03.02	ESTABLISH RELATIONS WITH NON-GOVERNMENTAL ORGANIZATIONS (NGO), OTHER GOVERNMENTAL ORGANIZATIONS (OGA), INTERNATIONAL ORGANIZATIONS (IO), AND LOCAL CIVIL AUTHORITIES	X	X	X	12	Capt	6-A-23	
3) 0503.03.03	CONDUCT DISLOCATED CIVILIAN (DC) OPERATIONS	X	X	X	12	Capt	6-A-24	
4) 0503.03.04	CONDUCT A HUMANITARIAN ASSISTANCE (HA) PROGRAM	X	X	X	12	Capt	6-A-26	
5) 0503.03.05	CONDUCT MILITARY CIVIC ACTION (MCA)	X	X	X	12	Capt	6-A-27	
6) 0503.03.06	COORDINATE FOREIGN NATION SUPPORT (FNS)	X	X	X	12	Capt	6-A-29	
7) 0503.03.07	PROVIDE INITIAL CIVIL ADMINISTRATION IN ENEMY TERRITORY	X	X	X	12	Capt	6-A-30	
8) 0503.03.08	ESTABLISH A CIVIL-MILITARY OPERATIONS CENTER (CMOC)	X	X	X	12	Capt	6-A-32	
9) 0503.03.09	DIRECT A CIVIL-MILITARY OPERATIONS CENTER (CMOC)	X	X	X	12	Capt	6-A-33	
<u>DUTY AREA 04 - CIVIL OUTREACH</u>								
1) 0503.04.01	CONDUCT A TOWN MEETING	X	X	X	12	Capt	6-A-35	
2) 0503.04.02	SUPPORT THE ESTABLISHMENT AND MAINTENANCE OF A JUDICIAL SYSTEM IN THE AREA OF RESPONSIBILITY (AOR)	X	X	X	12	Capt	6-A-36	

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
MOS 0513, Civil Affairs Noncommissioned Officer										

DUTY AREA 01 - GENERAL

1)	0513.01.01	DEFINE THE ROLE OF CIVIL AFFAIRS (CA)	X	X				12	Cpl	6-B-1
2)	0513.01.02	DEVELOP AN AREA STUDY	X	X	X			12	Cpl	6-B-2
3)	0513.01.03	CONDUCT AN AREA ASSESSMENT	X	X				12	Cpl	6-B-3
4)	0513.01.04	PREPARE A CIVIL-MILITARY OPERATION (CMO) ESTIMATE				X		12	SSgt	6-B-4
5)	0513.01.05	PREPARE THE FORCE	X	X				12	Cpl	6-B-6
6)	0513.01.06	EDUCATE MILITARY PERSONNEL ON PROPER TREATMENT OF ARTS, MONUMENTS, AND ARCHIVES (AMA)	X	X	X			12	Cpl	6-B-7
7)	0513.01.07	EMPLOY INTERPRETERS	X	X				12	Cpl	6-B-8
8)	0513.01.08	NAVIGATE USING STANDARD/NONSTANDARD MAP(S) AND TOURIST GUIDEBOOK(S)	X	X				12	Cpl	6-B-10

DUTY AREA 02 - CIVIL AFFAIRS PLANNING

1)	0513.02.01	PREPARE CIVIL AFFAIRS (CA) OVERLAYS (E.G., DEMOGRAPHIC; CIVIL SUPPLY; PUBLIC UTILITIES; HEALTH SERVICES; DISLOCATED CIVILIANS (DC); ARTS, MONUMENTS, AND ARCHIVES (AMA), ETC.)	X	X	X			12	Cpl	6-B-11
2)	0513.02.02	ADVISE THE COMMANDER ON THE FEASIBILITY OF U. S. PERSONNEL PROVIDING MEDICAL SERVICES TO THE CIVILIAN POPULACE				X		12	SSgt	6-B-12
3)	0513.02.03	COORDINATE CIVIL DEFENSE ACTIVITIES/PLANS WITH LOCAL OFFICIALS AND PUBLIC SAFETY PERSONNEL	X	X	X			12	Cpl	6-B-13
4)	0513.02.04	INTEGRATE LOCAL PUBLIC SAFETY ACTIVITIES INTO TACTICAL AND REAR BATTLE PLANS				X		12	SSgt	6-B-14
5)	0513.02.05	RECOMMEND PRIORITIES FOR RESTORATION WORK OR SERVICE SUSPENSION OF PUBLIC UTILITIES AND COMMUNICATIONS FACILITIES				X		12	SSgt	6-B-15

DUTY AREA 03 - CIVIL AFFAIRS ACTIVITIES

1)	0513.03.01	TRACK AVAILABLE CIVIL AFFAIRS (CA) RESOURCES	X	X	X			12	Cpl	6-B-17
2)	0513.03.02	PREPARE A PERIODIC CIVIL AFFAIRS (CA) REPORT	X	X	X			12	Cpl	6-B-18
3)	0513.03.03	MAINTAIN A CIVIL AFFAIRS (CA) JOURNAL	X	X	X			12	Cpl	6-B-19
4)	0513.03.04	COORDINATE NON-U. S. MILITARY SUPPORT TO MEET CIVIL REQUIREMENTS				X		12	SSgt	6-B-20
5)	0513.03.05	INTEGRATE CIVILIAN ACTIVITIES AND RESOURCES INTO REAR BATTLE AND DAMAGE CONTROL PLANS IN COOPERATION WITH THE REAR AREA OPERATIONS CENTER (RAOC)				X		12	SSgt	6-B-21
6)	0513.03.06	PREPARE DAMAGE CLAIM FORMS	X	X	X			12	Cpl	6-B-22
7)	0513.03.07	PROTECT ARTS, MONUMENTS, AND ARCHIVES (AMA) AND OTHER CULTURAL PROPERTIES FROM DESTRUCTION/THEFT/DAMAGE	X	X	X			12	Cpl	6-B-23
8)	0513.03.08	ASSESS UTILITY OF PORT AND PUBLIC WORKS FACILITIES FOR MILITARY USE OR CONTROL	X	X	X			12	Cpl	6-B-25
9)	0513.03.09	DISSEMINATE INFORMATION THROUGH PUBLIC AND PRIVATE AGENCIES	X	X	X			12	Cpl	6-B-26

ENCLOSURE (3)

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
10)	0513.03.10	COORDINATE NEWS CONFERENCES IN CONJUNCTION WITH THE PUBLIC AFFAIRS OFFICER (PAO)	X	X	X		12	Cpl	6-B-28
11)	0513.03.11	ASSESS CIVIL DEFENSE EMERGENCY PLANNING			X		12	SSgt	6-B-29
12)	0513.03.12	COORDINATE THE ACQUISITION OF RESOURCES TO MEET MILITARY OR CIVILIAN NEEDS			X		12	SSgt	6-B-30
13)	0513.03.13	COORDINATE MILITARY ACQUISITION OF CIVILIAN PROPERTY AND FACILITIES			X		12	SSgt	6-B-31
14)	0513.03.14	COORDINATE EMERGENCY RELIEF SUPPLIES/DISTRIBUTION FROM U. S., HOST NATION (HN), FOREIGN NATION (FN), OR OTHER SOURCES	X	X	X		12	Cpl	6-B-33
15)	0513.03.15	ARRANGE SALVAGE OF CAPTURED SUPPLIES FOR USE BY CIVILIANS	X	X	X		12	Cpl	6-B-34
16)	0513.03.16	CONDUCT CIVILIAN SUPPLY ACTIVITIES	X	X	X		12	Cpl	6-B-35
17)	0513.03.17	CONTROL SUPPLY DISTRIBUTION	X	X	X		12	Cpl	6-B-36
18)	0513.03.18	ASSESS CIVILIAN MEDICAL REQUIREMENTS	X	X	X		12	Cpl	6-B-38
19)	0513.03.19	ASSESS MEDICAL SUPPORT CAPABILITIES	X	X	X		12	Cpl	6-B-39
20)	0513.03.20	COORDINATE ACQUISITION OF MEDICAL SUPPORT FOR CIVILIANS FROM NON-GOVERNMENTAL ORGANIZATION (NGO), INTERNATIONAL ORGANIZATIONS (IO), AND OTHER GOVERNMENTAL AGENCIES (OGA)	X	X	X		12	Cpl	6-B-40
21)	0513.03.21	COORDINATE CIVILIAN PUBLIC HEALTH AND SANITATION SERVICES	X	X	X		12	Cpl	6-B-41
22)	0513.03.22	COORDINATE PUBLIC SAFETY ACTIVITIES	X	X	X		12	Cpl	6-B-42
23)	0513.03.23	SUPERVISE ENFORCEMENT OF LAWS AND ORDINANCES	X	X	X		12	Cpl	6-B-43
24)	0513.03.24	CONTROL ALL ARMS, AMMUNITION, IMPLEMENTS OF WAR, AND CONTRABAND ITEMS	X	X	X		12	Cpl	6-B-44
25)	0513.03.25	COORDINATE MILITARY SUPPORT FOR THE DECONTAMINATION OF CULTURAL PROPERTIES	X	X	X		12	Cpl	6-B-45
26)	0513.03.26	COORDINATE THE PROCUREMENT OF CIVILIAN LABOR TO ASSIST MILITARY FORCES	X	X	X		12	Cpl	6-B-46
27)	0513.03.27	ESTABLISH CONTROL OF CIVILIAN MOVEMENT			X		12	SSgt	6-B-48
28)	0513.03.28	OPERATE TEMPORARY CAMPS FOR DISLOCATED CIVILIANS (DC)	X	X	X		12	Cpl	6-B-49
29)	0513.03.29	FACILITATE THE RESETTLEMENT OR RETURN OF DISLOCATED CIVILIANS (DC) TO THEIR HOMES	X	X	X		12	Cpl	6-B-51
30)	0513.03.30	ASSESS THE CIVILIAN COMMUNICATIONS MEDIA FOR SUPPORT CAPABILITIES TO THE MILITARY MISSION			X		12	SSgt	6-B-52

DUTY AREA 04 - CIVIL OUTREACH

1)	0513.04.01	ESTABLISH RELATIONS WITH CIVIL AUTHORITIES, NON-GOVERNMENTAL ORGANIZATIONS (NGO), INTERNATIONAL ORGANIZATIONS (IO), AND OTHER GOVERNMENTAL AGENCIES (OGA)			X		12	SSgt	6-B-55
2)	0513.04.02	IMPLEMENT CIVIL AFFAIRS (CA) ENACTMENTS (I.E., PROCLAMATION, ORDINANCE, NOTICE, DIRECTIVE)			X		12	SSgt	6-B-56
3)	0513.04.03	IMPLEMENT MEASURES TO PREVENT HUMAN RIGHTS ABUSES	X	X	X		12	Cpl	6-B-58

<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ</u>	<u>BY</u>	<u>PAGE</u>
4)	0513.04.04	ARBITRATE DISPUTES BETWEEN OPPOSING ETHNIC, CULTURAL, RELIGIOUS, OR SOCIAL GROUPS IN THE AREA OF OPERATIONS (AO)	X	X	X		12	Cpl		6-B-59

ENCLOSURE (3)

COMMON INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure lists the ITS tasks common to more than one MOS within the OccFld. It is designed to assist the trainer in consolidating training for common tasks.

2. Format. The columns are as follows:

a. TASK TITLE. A listing of all tasks common to at least two MOSs.

b. COMMON TASK NUMBERS. A listing of the ITS designators for all ITSs containing the same task title.

<u>TASK TITLE</u>	<u>COMMON TASK NUMBERS</u>
CONDUCT AN AREA ASSESSMENT	0503.01.04 0513.01.03
DEVELOP AN AREA STUDY	0503.01.03 0513.01.02

ENCLOSURE (4)

TRAINING SUPPORT

1. This enclosure summarizes five categories of training support by ITS for the entire OccFld:

Appendix A: References

Appendix B: Training Materiel

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: Distance Learning Products

Appendix E: Performance Support Tools

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.

ENCLOSURE (5)

REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should be readily available and provide the detailed procedures for accomplishing the task. This section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

<u>REFERENCES</u>	<u>TASK NUMBERS</u>			
International law, treaties, and U. S. policies	0503.02.04 0503.03.07 0513.03.13 0513.03.27 0513.04.02	0503.02.05 0513.01.06 0513.03.14 0513.03.28 0513.04.03	0503.02.09 0513.03.07 0513.03.16 0513.03.29	0503.03.04 0513.03.12 0513.03.26 0513.03.30
AUDIOVISUAL PRODUCTS #701625, The Law of Land Warfare	0503.01.01			
AUDIOVISUAL PRODUCTS #710423, Civil Affairs Operations	0503.01.01	0503.02.01	0503.03.05	0513.01.04
AUDIOVISUAL PRODUCTS #710501, Civil-Military Operations (CMO) - Estimate of the Situation	0503.02.03	0503.02.05	0513.01.04	
AUDIOVISUAL PRODUCTS #710578, Dislocated Civilian Operations	0503.01.01 0513.03.29	0503.03.03	0513.03.27	0513.03.28
AUDIOVISUAL PRODUCTS #710611, Civil-Military Operations Cntr (CMOC), Part 1	0503.03.08	0503.03.09		
CONTROL OF COMMUNICABLE DISEASES MANUAL, Civilian reference by Abram Benenson (Editor), 1995 (16th edition), American Public Health Association	0503.03.03 0513.03.21	0513.03.18 0513.03.28	0513.03.19	0513.03.20
DA PAM 27-1, Treaties Governing Land Warfare	0503.04.02			
FM 101-5-1, Operational Terms and Graphics	0513.01.08			
FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons	0503.01.01 0503.02.03	0503.01.02 0503.02.04	0503.02.01 0503.02.05	0503.02.02 0503.02.07

REFERENCES	TASK NUMBERS			
	0503.02.10	0503.03.03	0503.03.07	0513.03.23
	0513.03.28	0513.03.29	0513.04.01	
FM 21-16, Unexploded Ordnance (UXO) Procedures	0513.03.05			
FM 21-26, Map Reading and Land Navigation	0513.01.08	0513.02.01		
FM 21-31, Topographic Symbols	0513.01.08	0513.02.01		
FM 27-10, The Law of Land Warfare	0503.01.01	0503.01.02	0503.02.01	0503.02.02
	0503.02.03	0503.02.04	0503.02.05	0503.02.06
	0503.02.07	0503.02.08	0503.02.10	0503.03.03
	0503.03.05	0503.03.07	0503.03.09	0503.04.02
	0513.01.06	0513.02.03	0513.02.04	0513.02.05
	0513.03.01	0513.03.05	0513.03.06	0513.03.07
	0513.03.08	0513.03.11	0513.03.12	0513.03.13
	0513.03.14	0513.03.15	0513.03.16	0513.03.17
	0513.03.22	0513.03.23	0513.03.24	0513.03.25
	0513.03.26	0513.03.27	0513.03.28	0513.03.29
	0513.03.30	0513.04.01	0513.04.02	0513.04.03
	0513.04.04			
FM 3-05.30, Psychological Operations	0503.04.01			
FM 3-5, NBC Decontamination	0503.02.08	0513.02.03	0513.03.11	0513.03.25
FM 41-10, Civil Affairs Operations	0503.01.01	0503.01.02	0503.01.03	0503.01.04
	0503.01.05	0503.02.01	0503.02.02	0503.02.03
	0503.02.04	0503.02.05	0503.02.06	0503.02.07
	0503.02.08	0503.02.09	0503.02.10	0503.03.01
	0503.03.02	0503.03.03	0503.03.04	0503.03.05
	0503.03.06	0503.03.07	0503.03.08	0503.03.09
	0503.04.01	0513.01.01	0513.01.02	0513.01.03
	0513.01.04	0513.01.05	0513.01.06	0513.02.01
	0513.02.02	0513.02.03	0513.02.04	0513.02.05
	0513.03.01	0513.03.02	0513.03.03	0513.03.04
	0513.03.05	0513.03.06	0513.03.07	0513.03.08
	0513.03.09	0513.03.10	0513.03.11	0513.03.12
	0513.03.13	0513.03.14	0513.03.15	0513.03.16
	0513.03.17	0513.03.18	0513.03.19	0513.03.20
	0513.03.21	0513.03.22	0513.03.23	0513.03.24
	0513.03.25	0513.03.26	0513.03.27	0513.03.28
	0513.03.29	0513.03.30	0513.04.01	0513.04.02
	0513.04.03	0513.04.04		
FM 9-15, Explosive Ordnance Disposal Service and Unit Operations	0513.03.05			
FMFM 3-1, Command and Staff Action	0503.02.03	0503.03.01		
FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs	0503.01.01	0503.01.02	0503.01.03	0503.01.04
	0503.02.01	0503.02.02	0503.02.03	0503.02.04
	0503.02.05	0503.02.06	0503.02.07	0503.02.08
	0503.02.09	0503.02.10	0503.03.01	0503.03.02
	0503.03.03	0503.03.04	0503.03.05	0503.03.06

Appendix A to
ENCLOSURE (5)

REFERENCES	TASK NUMBERS			
	0503.03.07	0503.03.08	0503.03.09	0503.04.01
	0513.01.01	0513.01.02	0513.01.03	0513.01.04
	0513.01.06	0513.01.07	0513.02.03	0513.02.04
	0513.02.05	0513.03.01	0513.03.02	0513.03.03
	0513.03.06	0513.03.07	0513.03.08	0513.03.09
	0513.03.10	0513.03.11	0513.03.13	0513.03.14
	0513.03.15	0513.03.17	0513.03.22	0513.03.23
	0513.03.24	0513.03.25	0513.03.26	0513.03.27
	0513.03.28	0513.03.29	0513.03.30	0513.04.01
	0513.04.02	0513.04.04		
GENEVA CONVENTION OF 1949 (III), Relative to the Treatment of Prisoners of War	0503.02.04	0503.02.05	0513.04.03	
GENEVA CONVENTION OF 1949 (IV), Relative to the Protection of Civilian Persons in Time of War	0503.02.04 0513.04.03	0503.02.05	0503.03.03	0503.04.02
HAGUE CONVENTION OF 1907 (IV), Article 43, Embodying the Regulations Respecting the Laws and Customs of War on Land	0503.02.04 0503.04.02	0503.02.05 0513.04.02	0503.03.03 0513.04.03	0503.03.07
JOINT PUB 3-57, Doctrine for Joint Civil Affairs	0503.01.01 0503.01.05 0503.02.04 0503.02.08 0503.03.02 0503.03.06 0503.04.01 0513.01.04 0513.02.03 0513.03.02 0513.03.08 0513.03.12 0513.03.16 0513.03.20 0513.03.24 0513.03.29 0513.04.03	0503.01.02 0503.02.01 0503.02.05 0503.02.09 0503.03.03 0503.03.07 0513.01.01 0513.01.06 0513.02.04 0513.03.03 0513.03.09 0513.03.13 0513.03.17 0513.03.21 0513.03.25 0513.03.30 0513.04.04	0503.01.03 0503.02.02 0503.02.06 0503.02.10 0503.03.04 0503.03.08 0513.01.02 0513.02.01 0513.02.05 0513.03.04 0513.03.10 0513.03.14 0513.03.18 0513.03.22 0513.03.27 0513.04.01	0503.01.04 0503.02.03 0503.02.07 0503.03.01 0503.03.05 0503.03.09 0513.01.03 0513.02.02 0513.03.01 0513.03.07 0513.03.11 0513.03.15 0513.03.19 0513.03.23 0513.03.28 0513.04.02
MCWP 4-11.1, Health Services Support Operations	0513.02.02 0513.03.21	0513.03.18	0513.03.19	0513.03.20
MCWP 5-1, Marine Corps Planning Process	0503.02.03	0503.02.07	0503.02.10	
REFUGEE HEALTH, Civilian reference: Refugee Health: An Approach to Emergency Situations, 1997, by The Doctors Without Borders USA	0503.03.03 0513.03.20	0513.02.02 0513.03.21	0513.03.18 0513.03.28	0513.03.19
ROE, Rules of Engagement	0503.02.02	0503.02.04	0503.02.05	
SOFA/CIVIL AFFAIRS AGREEMENTS, Status Of Forces/Civil Affairs Agreements	0503.01.02 0503.04.02	0503.02.02	0503.02.04	0503.02.05
SOP, Standing Operating Procedures	0503.01.01	0503.01.03	0503.02.04	0503.02.05

REFERENCES	TASK NUMBERS			
	0503.02.06	0503.02.07	0503.02.08	0503.02.09
	0503.02.10	0503.03.01	0503.03.02	0503.03.04
	0503.03.05	0503.03.06	0503.03.07	0503.03.08
	0503.03.09	0503.04.01	0513.01.02	0513.01.04
	0513.01.07	0513.02.03	0513.03.02	0513.03.03
	0513.03.06	0513.03.11	0513.03.20	0513.04.01
TITLE 10 USC 401, Title 10 (Armed Forces) United States Code Chapter 401 (Training Generally)	0503.01.05			
UNESCO PROVISIONS, United Nations Educational, Scientific, and Cultural Organization provisions	0513.03.07			
UNHCR HANDBOOK, Office of the United Nations High Commissioner for Refugees Handbook	0503.03.03 0513.03.28	0503.03.04 0513.03.29	0503.03.05	0513.01.07
USAID DART HANDBOOK, U. S. Agency for International Development Disaster Assistance Response Team (DART) handbook	0503.03.03 0513.03.29	0503.03.04	0503.03.05	0513.03.28
WHERE THERE IS NO DOCTOR, Civilian reference: Where There Is No Doctor: A Village Health Care Handbook by David Werner, et al. (May 1992)	0503.03.03 0513.03.20	0513.02.02 0513.03.21	0513.03.18 0513.03.28	0513.03.19

TRAINING MATERIEL

1. General. Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard.

2. Format. The columns are as follows:

a. MATERIEL. This column summarizes all training materiel used in support of at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks supported by the corresponding training support item in the Materiel column. An asterisk (*) precedes any task for which the training support item is mandatory for execution of the task.

<u>MATERIEL</u>	<u>TASK NUMBERS</u>				
Access to Civil Affairs (CA) team	*0513.03.03				
Access to State Department representative(s)	*0503.02.09	*0513.03.07	*0513.03.13	*0513.03.24	*0513.04.02
Access to civilian supply	*0513.03.16	*0513.03.17			
Access to local civilians	*0513.03.06	*0513.03.12	*0513.03.13	*0513.04.04	
Access to local laws and statutes	*0513.03.23				
Access to port and public work facilities	*0513.03.08				
Access to the Contracting Officer	*0513.03.26				
Access to the G-2	*0513.01.07				
Access to the G-4	*0513.03.12	*0513.03.13	*0513.03.26		
Access to the Provost Marshal Office (PMO)	*0503.04.02	*0513.03.27			
Access to the Psychological Operations Officer (PSYOP)	*0503.02.09	*0503.03.05	*0513.03.09	*0513.03.30	*0513.04.02
Access to the Public Affairs Officer (PAO)	*0503.02.09	*0513.03.09	*0513.03.10	*0513.03.30	*0513.04.02
Access to the Staff Judge Advocate (SJA)	*0503.02.04	*0503.02.05	*0503.02.08	*0503.02.09	*0503.03.06
	*0503.04.02	*0513.03.06	*0513.03.07	*0513.03.13	*0513.03.24
	*0513.03.26	*0513.03.27	*0513.03.30	*0513.04.02	

<u>MATERIEL</u>	<u>TASK NUMBERS</u>				
Access to the appropriate civilian leaders and civil authorities	*0503.02.08	*0503.02.09	*0503.03.02	*0503.03.03	*0503.03.04
	*0503.03.06	*0503.03.07	*0503.04.01	*0503.04.02	*0513.01.07
	*0513.02.03	*0513.02.04	*0513.02.05	*0513.03.04	*0513.03.05
	*0513.03.06	*0513.03.07	*0513.03.08	*0513.03.09	*0513.03.10
	*0513.03.11	*0513.03.12	*0513.03.13	*0513.03.14	*0513.03.15
	*0513.03.16	*0513.03.17	*0513.03.18	*0513.03.19	*0513.03.20
	*0513.03.21	*0513.03.22	*0513.03.23	*0513.03.24	*0513.03.25
	*0513.03.26	*0513.03.27	*0513.03.28	*0513.03.30	*0513.04.01
	*0513.04.02	*0513.04.03	*0513.04.04		
Administrative materials	*0503.01.01	*0503.01.02	*0503.01.03	*0503.01.04	*0503.01.05
	*0503.02.01	*0503.02.02	*0503.02.03	*0503.02.04	*0503.02.05
	*0503.02.06	*0503.02.07	*0503.02.08	*0503.02.09	*0503.02.10
	*0503.03.01	*0503.03.02	*0503.03.03	*0503.03.04	*0503.03.05
	*0503.03.06	*0503.03.07	*0503.03.08	*0503.03.09	*0503.04.01
	*0503.04.02	*0513.01.01	*0513.01.02	*0513.01.03	*0513.01.04
	*0513.01.05	*0513.01.06	*0513.01.07	*0513.01.08	*0513.02.01
	*0513.02.02	*0513.02.03	*0513.02.04	*0513.02.05	*0513.03.01
	*0513.03.02	*0513.03.03	*0513.03.04	*0513.03.05	*0513.03.06
	*0513.03.07	*0513.03.08	*0513.03.09	*0513.03.10	*0513.03.11
	*0513.03.12	*0513.03.13	*0513.03.14	*0513.03.15	*0513.03.16
	*0513.03.17	*0513.03.18	*0513.03.19	*0513.03.20	*0513.03.21
	*0513.03.22	*0513.03.23	*0513.03.24	*0513.03.25	*0513.03.26
	*0513.03.27	*0513.03.28	*0513.03.29	*0513.03.30	*0513.04.01
	*0513.04.02	*0513.04.03	*0513.04.04		
Area Handbook(s)	*0503.03.08	*0503.03.09	*0513.01.05	*0513.02.01	
Area map(s)	*0503.01.02	*0503.01.03	*0503.01.04	*0503.01.05	*0503.02.01
	*0503.02.02	*0503.02.03	*0503.02.04	*0503.02.05	*0503.02.07
	*0503.02.08	*0503.02.09	*0503.02.10	*0503.03.01	*0503.03.02
	*0503.03.03	*0503.03.04	*0503.03.05	*0503.03.06	*0503.03.07
	*0503.03.08	*0503.03.09	*0503.04.01	*0513.01.02	*0513.01.03
	*0513.01.04	*0513.01.05	*0513.01.06	*0513.01.07	*0513.02.01
	*0513.02.02	*0513.02.03	*0513.02.04	*0513.02.05	*0513.03.01
	*0513.03.02	*0513.03.03	*0513.03.04	*0513.03.05	*0513.03.06
	*0513.03.07	*0513.03.08	*0513.03.09	*0513.03.10	*0513.03.11
	*0513.03.12	*0513.03.13	*0513.03.14	*0513.03.15	*0513.03.16
	*0513.03.17	*0513.03.18	*0513.03.19	*0513.03.20	*0513.03.21
	*0513.03.22	*0513.03.23	*0513.03.24	*0513.03.25	*0513.03.26
	*0513.03.27	*0513.03.28	*0513.03.29	*0513.03.30	*0513.04.01
	*0513.04.02	*0513.04.03	*0513.04.04		
Area study	*0503.04.02	*0513.01.05	*0513.03.08	*0513.03.17	*0513.03.18
	*0513.03.19	*0513.03.26	*0513.03.30		
Arts, Monuments, and Archives (AMA)	*0513.03.07	*0513.03.25			
Audiovisual equipment/tapes	*0503.01.01	*0503.02.08	0503.04.01	*0513.03.10	
Camera and film	*0513.03.06	*0513.03.07			
Captured supplies	*0513.03.15				

MATERIEL	TASK NUMBERS				
Civilian property and facilities	*0513.03.13				
Command guidance	*0503.01.02 *0503.03.01	*0503.02.01 *0503.03.08	*0503.02.02 *0503.03.09	*0503.02.03	*0503.02.06
Country handbook(s)	*0503.01.03 *0503.04.02	*0503.01.04 *0513.01.02	*0503.02.04 *0513.01.03	*0503.02.05 *0513.01.05	*0503.02.09 *0513.04.01
Damage Claim form(s)	*0513.03.06				
Dislocated Civilians (DC)	*0513.03.28	*0513.03.29			
Enactments	*0513.04.02				
End User Computer Equipment (EUCE)	*0503.01.01 *0503.02.02 *0503.02.07 *0503.03.02 *0503.03.07 *0513.01.02 *0513.02.01 *0513.03.01 *0513.03.06 *0513.03.11 *0513.03.16 *0513.03.21 *0513.03.26 *0513.04.01	*0503.01.02 *0503.02.03 *0503.02.08 *0503.03.03 *0503.03.08 *0513.01.03 *0513.02.02 *0513.03.02 *0513.03.07 *0513.03.12 *0513.03.17 *0513.03.22 *0513.03.27 *0513.04.02	*0503.01.03 *0503.02.04 *0503.02.09 *0503.03.04 *0503.03.09 *0513.01.04 *0513.02.03 *0513.03.03 *0513.03.08 *0513.03.13 *0513.03.18 *0513.03.23 *0513.03.28 *0513.04.03	*0503.01.04 *0503.02.05 *0503.02.10 *0503.03.05 *0503.04.01 *0513.01.05 *0513.02.04 *0513.03.04 *0513.03.09 *0513.03.14 *0513.03.19 *0513.03.24 *0513.03.29 *0513.04.04	*0503.02.01 *0503.02.06 *0503.03.01 *0503.03.06 *0503.04.02 *0513.01.06 *0513.02.05 *0513.03.05 *0513.03.10 *0513.03.15 *0513.03.20 *0513.03.25 *0513.03.30
English/local language dictionary	*0513.01.07				
Fragmentary Order (FRAGO)	0503.03.03				
Index card box	*0513.03.01				
Index cards	*0513.03.01				
Index divider(s)	*0513.03.01				
Information boards	*0503.02.07	*0503.03.01	*0503.03.08	*0503.03.09	
Information for dissemination	*0503.02.09	*0513.03.09	*0513.03.10		
Intelligence and tactical situation reports	*0503.02.08	*0503.03.03	*0503.03.05	*0503.03.07	
Intelligence summaries	*0503.01.04	*0503.04.02	*0513.01.03	*0513.01.05	
Interpreter	0503.02.09 *0513.03.12 0513.04.04	0503.03.02 0513.03.13	0503.04.01 *0513.03.23	*0513.01.07 0513.03.30	0513.03.06 0513.04.01
Journal book	*0503.03.01	*0513.03.02	*0513.03.03		

MATERIEL	TASK NUMBERS				
Local telephone book(s)	*0503.01.03	*0503.01.04	*0513.01.07	*0513.02.01	*0513.03.01
	*0513.03.08	*0513.03.26	*0513.03.30		
Loudspeakers	*0513.03.09				
Map boards	*0503.02.07	*0503.03.01	*0503.03.08	*0503.03.09	
Map of Dislocated Civilian (DC) refugee camp	*0513.03.28	*0513.03.29			
Map overlays	*0503.02.07				
Marine Corps authorized software	*0503.01.01	*0503.01.02	*0503.01.03	*0503.01.04	*0503.02.01
	*0503.02.02	*0503.02.03	*0503.02.04	*0503.02.05	*0503.02.06
	*0503.02.07	*0503.02.08	*0503.02.09	*0503.02.10	*0503.03.01
	*0503.03.02	*0503.03.03	*0503.03.04	*0503.03.05	*0503.03.06
	*0503.03.07	*0503.03.08	*0503.03.09	*0503.04.01	*0503.04.02
	*0513.01.02	*0513.01.03	*0513.01.04	*0513.01.05	*0513.01.06
	*0513.02.01	*0513.02.02	*0513.02.03	*0513.02.04	*0513.02.05
	*0513.03.01	*0513.03.02	*0513.03.03	*0513.03.04	*0513.03.05
	*0513.03.06	*0513.03.07	*0513.03.08	*0513.03.09	*0513.03.10
	*0513.03.11	*0513.03.12	*0513.03.13	*0513.03.14	*0513.03.15
	*0513.03.16	*0513.03.17	*0513.03.18	*0513.03.19	*0513.03.20
	*0513.03.21	*0513.03.22	*0513.03.23	*0513.03.24	*0513.03.25
	*0513.03.26	*0513.03.27	*0513.03.28	*0513.03.29	*0513.03.30
	*0513.04.01	*0513.04.02	*0513.04.03	*0513.04.04	
Meeting location/facility	*0503.04.01				
Military control of civilian assets	*0513.03.09	*0513.03.10	*0513.03.30		
Military map(s)	*0513.01.08				
Mission	*0503.02.09	*0503.03.04	*0503.03.06		
Nonstandard map(s)	*0513.01.08				
Operation Order (OPORD)	*0503.01.02	*0503.01.05	*0503.02.01	*0503.02.02	*0503.02.03
	*0503.02.04	*0503.02.05	*0503.02.06	*0503.02.07	*0503.02.08
	*0503.02.10	*0503.03.01	*0503.03.02	*0503.03.03	*0503.03.04
	*0503.03.05	*0503.03.06	*0503.03.07	*0503.03.08	*0503.03.09
	*0503.04.02	*0513.01.02	*0513.01.04	*0513.01.05	*0513.01.06
	*0513.02.01	*0513.02.02	*0513.02.03	*0513.02.04	*0513.02.05
	*0513.03.01	*0513.03.02	*0513.03.03	*0513.03.04	*0513.03.05
	*0513.03.06	*0513.03.07	*0513.03.08	*0513.03.09	*0513.03.10
	*0513.03.11	*0513.03.12	*0513.03.13	*0513.03.14	*0513.03.15
	*0513.03.16	*0513.03.17	*0513.03.18	*0513.03.19	*0513.03.20
	*0513.03.21	*0513.03.22	*0513.03.23	*0513.03.24	*0513.03.25
	*0513.03.26	*0513.03.27	*0513.03.28	*0513.03.29	*0513.03.30
	*0513.04.01	*0513.04.02	*0513.04.03	*0513.04.04	
Operation Plan (OPLAN)	*0503.03.09				
Operational scenario	*0503.01.02				

MATERIEL	TASK NUMBERS					
Oral reports	*0513.03.07					
Overlay material	*0503.01.03	*0503.01.04	*0513.01.02	*0513.01.03	*0513.02.01	
	*0513.03.07	*0513.03.08	*0513.03.30			
Pertinent information	*0513.02.01	*0513.03.02				
Printed media	*0513.03.09					
Property receipts	*0513.03.12	*0513.03.13	*0513.03.17	*0513.03.24		
Protected Target List	*0513.03.07					
Resource card(s)	*0513.03.01	*0513.03.08	*0513.03.12	*0513.03.13	*0513.03.16	
	*0513.03.17	*0513.03.22	*0513.03.26	*0513.03.30		
Rules of Engagement (ROE) card	*0513.01.05	*0513.01.06				
Sample Annex G	0503.02.03					
Sample Fragmentary Order (FRAGO)	0503.02.10					
Sample Language Card	*0513.01.05					
Small token gift(s)	0503.03.02	0513.04.01				
Status Of Forces Agreement (SOFA) card	*0513.01.05					
Table of Organization (T/O)	*0513.01.01					
Tables/Chairs	*0503.02.07	*0503.03.01	*0503.03.08	*0503.03.09		
Tent/Shelter	*0503.02.07	*0503.03.01	*0503.03.08	*0503.03.09	*0513.03.28	
Tourist guidebook(s)	*0503.01.03	*0503.01.04	*0503.04.02	*0513.01.02	*0513.01.03	
	*0513.01.08	*0513.02.01	*0513.03.07	*0513.04.04		

AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS ORDER.

DISTANCE LEARNING PRODUCTS

1. General. This appendix includes a list of all currently available or planned distance learning (DL) products, including Marine Corps Institute (MCI) publications, designed to provide training related to any task in this OccFld.

2. Format. The columns are as follows:

a. DISTANCE LEARNING PRODUCTS. This column summarizes all DL products assigned to at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks associated with the corresponding DL product.

<u>DISTANCE LEARNING PRODUCTS</u>	<u>TASK NUMBERS</u>			
ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)	0503.01.01	0503.01.02	0503.01.03	0503.01.04
	0503.01.05	0503.02.01	0503.02.02	0503.02.03
	0503.02.04	0503.02.05	0503.02.06	0503.02.07
	0503.02.08	0503.02.09	0503.02.10	0503.03.01
	0503.03.02	0503.03.03	0503.03.04	0503.03.05
	0503.03.06	0503.03.07	0503.03.08	0503.03.09
	0503.04.01	0503.04.02	0513.01.02	0513.01.04
	0513.01.06	0513.02.01	0513.02.02	0513.02.03
	0513.02.04	0513.02.05	0513.03.01	0513.03.02
	0513.03.03	0513.03.04	0513.03.05	0513.03.06
	0513.03.07	0513.03.08	0513.03.09	0513.03.10
	0513.03.11	0513.03.12	0513.03.13	0513.03.14
	0513.03.15	0513.03.16	0513.03.17	0513.03.18
	0513.03.19	0513.03.20	0513.03.21	0513.03.22
	0513.03.23	0513.03.24	0513.03.25	0513.03.26
	0513.03.27	0513.03.28	0513.03.29	0513.03.30
	0513.04.01	0513.04.02	0513.04.03	0513.04.04
MCI COURSE 8800, Marine Corps Institute Command and Staff College Distance Education Program	0503.02.03			

PERFORMANCE SUPPORT TOOLS

DOES NOT APPLY TO THIS ORDER.

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).

2. Format. For each ITS, the following elements of information are provided:

a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for the appropriate MOS are designated as "CORE." Those advanced skills that are mission, grade, or billet specific are designated as "CORE PLUS."

b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. INITIAL TRAINING SETTING. All ITSs are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

f. REFERENCE(S). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

g. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*).

h. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

i. DISTANCE LEARNING PRODUCT(S) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

j. PERFORMANCE SUPPORT TOOL(S) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

k. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

ENCLOSURE (6)

MOS 0503, CIVIL AFFAIRS OFFICER

DUTY AREA 01 - GENERAL

TASK: 0503.01.01 (CORE) CONDUCT A CIVIL AFFAIRS (CA) COMMAND ORIENTATION

CONDITION(S): Given the references, administrative materials, End User Computer Equipment (EUCE) and software, and appropriate audiovisual equipment.

STANDARD(S): Per the references, ensuring the orientation reflects the mission, roles, capabilities, and limitations of Civil Affairs (CA) as it pertains to Marine Air Ground Task Force (MAGTF) support.

PERFORMANCE STEPS:

1. Review the references.
2. Evaluate the command's Civil-Military Operations (CMO) knowledge base.
3. Write a narrative to address key points.
4. Prepare orientation materials (e.g., charts, slides, handouts, etc.).
5. Rehearse orientation.
6. Deliver orientation, utilizing videotapes and visual aids, as appropriate.
7. Provide a copy of the Civil Affairs Group (CAG) Standing Operating Procedures (SOP) to the command staff.
8. Request feedback from audience and incorporate appropriate suggestions into future orientations.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. AUDIOVISUAL PRODUCTS #701625, The Law of Land Warfare
2. AUDIOVISUAL PRODUCTS #710423, Civil Affairs Operations
3. AUDIOVISUAL PRODUCTS #710578, Dislocated Civilian Operations
4. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
5. FM 27-10, The Law of Land Warfare
6. FM 41-10, Civil Affairs Operations
7. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
8. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
9. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Audiovisual equipment/tapes
3. * End User Computer Equipment (EUCE)
4. * Marine Corps authorized software

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)
-

TASK: 0503.01.02 (CORE) DELIVER A CIVIL AFFAIRS (CA) SITUATION BRIEF

CONDITION(S): Given an ongoing operational scenario requiring an update of the status of Civil Affairs (CA) operations, the references, administrative materials, End User Computer Equipment (EUCE) and software, Operation Order (OPORD), area map(s), and commander's guidance.

STANDARD(S): Per the references, ensuring the brief provides current, accurate information pertinent to the mission.

PERFORMANCE STEPS:

1. Review the references.
2. Brief the location of all Civil Affairs (CA) elements.
3. Present the current civilian situation including:
 - a. Attitude of the local population.
 - b. Ability of the local population to care for itself.
 - c. Capability of local government to function.
 - d. Civilian chain of command.
 - e. Populations of major towns and villages.
 - f. Number of displaced persons, refugees, and evacuees.
 - g. Flow of displaced persons, refugees, and evacuees.
 - h. Location of collection points, assembly areas, and refugee camps.
 - i. Expected increase or decrease, direction of travel, and means of travel of displaced persons, refugees, and evacuees in the next 24 hours.
 - j. Terrorist or guerrilla activity.
 - k. Other relevant civilian information.

4. Identify civilian resources available for military use.
5. Identify any significant civil-military events of the past 24 hours.
6. Explain the ability of civilians to care for themselves for the next 48 hours.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
6. SOFA/CIVIL AFFAIRS AGREEMENTS, Status Of Forces/Civil Affairs Agreements

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * Command guidance
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operational scenario
7. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.01.03 (CORE) DEVELOP AN AREA STUDY

CONDITION(S): Given an operational scenario, the references, administrative materials, End User Computer Equipment (EUCE) and software, local telephone book(s), area map(s), tourist guidebook(s), country handbook(s), and overlay material.

STANDARD(S): Per the references, ensuring identification of population demographics; civilian supply; Arts, Monuments, and Archives (AMA); communications; public utilities; probable routes of civilian movement; and the civilian infrastructure.

PERFORMANCE STEPS:

1. Gather the appropriate standard/nonstandard map(s) and tourist guide(s) required for a map study of the Area of Responsibility (AOR).
2. Conduct a map study of the Area Of Responsibility (AOR) identifying the following elements:
 - a. Population demographics.
 - b. Sources of civilian supply.
 - c. Locations of Arts, Monuments, and Archives (AMA).
 - d. Location and operating status of civilian and government communications agencies.
 - e. Location and operating status of public utilities.
 - f. Probable routes of civilian movement.
3. Identify the social, cultural, religious, and ethnic practices that may impact the mission.
4. Determine the general health of the population.
5. Identify the local government structure and policies which may impact the military mission.
6. Prepare appropriate overlays to depict the data developed in the area study.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations
2. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * Country handbook(s)
4. * End User Computer Equipment (EUCE)
5. * Local telephone book(s)
6. * Marine Corps authorized software

7. * Overlay material
8. * Tourist guidebook(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

ADMINISTRATIVE INSTRUCTIONS: The area study must be continually updated throughout an operation.

TASK: 0503.01.04 (CORE) CONDUCT AN AREA ASSESSMENT

CONDITION(S): Given an operational scenario, relevant and timely intelligence summaries, the references, administrative materials, End User Computer Equipment (EUCE) and software, area map(s), tourist guidebook(s), local telephone book(s), country handbooks(s), and overlay material.

STANDARD(S): Per the references, verifying and validating population demographics; civilian supply; Arts, Monuments, and Archives (AMA); communications; public utilities; probable routes of civilian movement; and the civilian infrastructure.

PERFORMANCE STEPS:

1. Procure on-site current standard/nonstandard map(s) and tourist guide(s), as required for the area assessment.
2. Conduct an on-site study of the Area of Responsibility (AOR), validating and verifying the following elements:
 - a. Population demographics.
 - b. Sources of civilian supply.
 - c. Locations of Arts, Monuments, and Archives (AMA).
 - d. Location and operating status of civilian and government communications agencies.
 - e. Location and operating status of public utilities.
 - f. Probable routes of civilian movement.
3. Validate and verify the social, cultural, religious, and ethnic practices that may impact the mission.
4. Validate the general health of the population.
5. Update the overlays depicting the data developed in the area study.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations
2. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * Country handbook(s)
4. * End User Computer Equipment (EUCE)
5. * Intelligence summaries
6. * Local telephone book(s)
7. * Marine Corps authorized software
8. * Overlay material
9. * Tourist guidebook(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.01.05 (CORE) IDENTIFY FUNDING SOURCES IN CIVIL AFFAIRS (CA) ACTIVITIES

CONDITION(S): Given the references, area map(s), appropriate Operation Order(s) (OPORDs), and administrative materials.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Research funding sources for Civil Affairs (CA) activities.
2. Identify limitations on uses of funds.
3. Explain which Civil Affairs (CA) activities can be funded from Title 10 USC 401.
4. Identify the requirements for legal operations under Title 10 USC.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations
2. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

3. TITLE 10 USC 401, Title 10 (Armed Forces) United States Code Chapter 401
(Training Generally)

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

DUTY AREA 02 - CIVIL AFFAIRS PLANNING

TASK: 0503.02.01 (CORE) PLAN A CIVIL-MILITARY OPERATION (CMO)

CONDITION(S): Given the commander's guidance, area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, and the references.

STANDARD(S): Per the references, ensuring the Civil Affairs (CA) plan supports the commander's mission.

PERFORMANCE STEPS:

1. Evaluate the command's Civil Affairs (CA) requirements for the current military operation.
2. Evaluate Civil Affairs (CA) manpower status.
3. Develop a Civil Affairs (CA) plan for submission to the Marine Air Ground Task Force (MAGTF) staff.
4. Ensure Force preparation.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. AUDIOVISUAL PRODUCTS #710423, Civil Affairs Operations
2. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
3. FM 27-10, The Law of Land Warfare
4. FM 41-10, Civil Affairs Operations
5. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
6. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * Command guidance
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.02.02 (CORE) PREPARE CIVIL-MILITARY OPERATION (CMO) ESTIMATE OF THE SITUATION

CONDITION(S): Given commander's guidance, an operational scenario, the references, administrative materials, area map(s), the Operation Order (OPORD), and End User Computer Equipment (EUCE) and software.

STANDARD(S): Per the references, ensuring the estimate includes an analysis of all elements of the Civil-Military Operation (CMO) and includes a recommendation of a Course of Action (COA) based on accurate information/analysis.

PERFORMANCE STEPS:

1. Gather available information to support the needs and objectives of the commander's stated mission.
2. Analyze mission considerations from the standpoints of:
 - a. Intelligence.
 - b. Tactics.
 - c. Personnel.
 - d. Logistics.
3. Ensure the Civil-Military Operation (CMO) estimate includes the following elements:
 - a. Disposition and status of Civil Affairs (CA) elements and related significant military and nonmilitary elements (e.g., engineers, Military Police (MP), medical units, Non-Government organizations (NGOs), Other Governmental Agencies (OGAs), International Organizations (IOs), etc.).
 - b. Current Civil Affairs (CA) problems faced by the command of the supported unit. (Estimate the impact of future plans of the supported unit's operations on the Civil-Military Operation (CMO) mission.).
 - c. Projected impact of civilian interference with military operations.
 - d. Government functions.
 - e. Economic functions.
 - f. Public facilities functions.
 - g. Special functions.
 - h. Assumptions required for the preparation of the estimate.

4. Analyze Courses of Action (COAs) by considering all aspects of the Civil-Military Operations (CMO) situation in the Area of Responsibility (AOR) and note any problems and deficiencies.
5. Evaluate the Courses of Action (COAs) under consideration and recommend a COA.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
6. ROE, Rules of Engagement
7. SOFA/CIVIL AFFAIRS AGREEMENTS, Status Of Forces/Civil Affairs Agreements

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * Command guidance
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.02.03 (CORE) WRITE A CIVIL AFFAIRS (CA) ANNEX (ANNEX G) TO AN OPERATION ORDER (OPORD)

CONDITION(S): Given commander's guidance, an operational scenario, the references, administrative materials, area map(s), the Operation Order (OPORD), Sample Annex G (if available), and End User Computer Equipment (EUCE) and software.

STANDARD(S): Per the references, ensuring the Annex G lists specific Civil Affairs (CA) tasks to be accomplished in support of the mission.

PERFORMANCE STEPS:

1. Analyze the supported unit's mission.
2. Develop a concept of Civil Affairs (CA) support for the mission.
3. Prepare a Civil-Military Operations (CMO) estimate to determine the Civil Affairs (CA) mission.
4. Develop a task organization.
5. List specific tasks to be accomplished.
6. Complete draft Annex G (Civil Affairs).
7. Submit Annex G to the commander for approval.
8. Request additional Civil Affairs (CA) assets, if required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. AUDIOVISUAL PRODUCTS #710501, Civil-Military Operations (CMO) - Estimate of the Situation
2. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
3. FM 27-10, The Law of Land Warfare
4. FM 41-10, Civil Affairs Operations
5. FMFM 3-1, Command and Staff Action
6. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
7. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
8. MCWP 5-1, Marine Corps Planning Process

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * Command guidance
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)
7. Sample Annex G

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)
2. MCI COURSE 8800, Marine Corps Institute Command and Staff College Distance Education Program

TASK: 0503.02.04 (CORE) ADVISE MARINE AIR GROUND TASK FORCE (MAGTF) COMMANDER ON THE MORAL AND LEGAL OBLIGATIONS TO THE PUBLIC

CONDITION(S): Given an operational scenario, the references, Operation Order (OPORD), country handbook(s), access to the Staff Judge Advocate (SJA), administrative materials, area map(s), and End User Computer Equipment (EUCE) and software.

STANDARD(S): Per the references, applying all appropriate law/treaties/agreements/U. S. policies to the given facts of a situation in a timely and accurate manner.

PERFORMANCE STEPS:

1. In conjunction with the Staff Judge Advocate (SJA), review the appropriate Civil Affairs (CA) and Status of Forces Agreements (SOFAs), international law, applicable treaties, and U. S. policies.
2. Analyze the impact of the mission on the civilian populace including:
 - a. Civilian casualty figures.
 - b. Property destruction.
 - c. Infrastructure disruption.
3. Identify legal and moral limits on military operations.
4. Identify minimum restrictions and requirements for Humanitarian Assistance (HA).
5. Brief the supported commander on the impact of military operations on the civilian populace, identifying legal and moral obligations and considerations.
6. Recommend changes to the Operation Order (OPORD), as necessary.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
3. FM 27-10, The Law of Land Warfare
4. FM 41-10, Civil Affairs Operations
5. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs

6. GENEVA CONVENTION OF 1949 (III), Relative to the Treatment of Prisoners of War
7. GENEVA CONVENTION OF 1949 (IV), Relative to the Protection of Civilian Persons in Time of War
8. HAGUE CONVENTION OF 1907 (IV), Article 43, Embodying the Regulations Respecting the Laws and Customs of War on Land
9. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
10. ROE, Rules of Engagement
11. SOFA/CIVIL AFFAIRS AGREEMENTS, Status Of Forces/Civil Affairs Agreements
12. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to the Staff Judge Advocate (SJA)
2. * Administrative materials
3. * Area map(s)
4. * Country handbook(s)
5. * End User Computer Equipment (EUCE)
6. * Marine Corps authorized software
7. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.02.05 (CORE) ADVISE THE MARINE AIR GROUND TASK FORCE (MAGTF) COMMANDER ON THE EXECUTION OF THE LEGAL ASPECTS OF CIVIL-MILITARY OPERATIONS (CMO)

CONDITION(S): Given an operational scenario, the references, Operation Order (OPORD), country handbook(s), administrative materials, area map(s), access to Staff Judge Advocate (SJA), and End User Computer Equipment (EUCE) and software.

STANDARD(S): Per the references, applying all appropriate law/treaties/agreements/U. S. policies to the given facts of a situation in a timely and accurate manner.

PERFORMANCE STEPS:

1. Analyze the Civil-Military Operations (CMO) mission.
2. Review, in conjunction with the Staff Judge Advocate (SJA), the appropriate agreements, international law, applicable treaties, and U. S. policies.

3. Brief the supported commander on the legal aspects of Civil-Military Operations (CMO) as it relates to the Marine Air Ground Task Force (MAGTF).

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. AUDIOVISUAL PRODUCTS #710501, Civil-Military Operations (CMO) - Estimate of the Situation
3. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
4. FM 27-10, The Law of Land Warfare
5. FM 41-10, Civil Affairs Operations
6. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
7. GENEVA CONVENTION OF 1949 (III), Relative to the Treatment of Prisoners of War
8. GENEVA CONVENTION OF 1949 (IV), Relative to the Protection of Civilian Persons in Time of War
9. HAGUE CONVENTION OF 1907 (IV), Article 43, Embodying the Regulations Respecting the Laws and Customs of War on Land
10. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
11. ROE, Rules of Engagement
12. SOFA/CIVIL AFFAIRS AGREEMENTS, Status Of Forces/Civil Affairs Agreements
13. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to the Staff Judge Advocate (SJA)
2. * Administrative materials
3. * Area map(s)
4. * Country handbook(s)
5. * End User Computer Equipment (EUCE)
6. * Marine Corps authorized software
7. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.02.06 (CORE) COORDINATE CIVIL-MILITARY OPERATIONS (CMO) WITH HIGHER AND ADJACENT STAFFS AND CIVIL AFFAIRS (CA) UNITS

CONDITION(S): Given an operational scenario, the references, commander's guidance, Operation Order (OPORD), administrative materials, and End User Computer Equipment (EUCE) and software.

STANDARD(S): Per the Operation Order (OPORD) and commander's guidance.

PERFORMANCE STEPS:

1. Obtain appropriate plans and estimates from higher and adjacent staffs and Civil Affairs (CA) units pertaining to their organization's capabilities and support requirements.
2. Brief the Marine Air Ground Task Force (MAGTF) commander on coordination accomplishments and coordination impediments.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Command guidance
3. * End User Computer Equipment (EUCE)
4. * Marine Corps authorized software
5. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.02.07 (CORE) ESTABLISH THE CIVIL AFFAIRS (CA) OPERATIONS CELL

CONDITION(S): Given an expeditionary environment, the Operation Order (OPORD), the references, commander's guidance, administrative materials, End User Computer Equipment (EUCE) and software, area map(s), map overlays, tent/shelter, map and information boards, tables, and chairs.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Establish connectivity with the supported military headquarters.
2. Establish watchbill, as required.
3. Ensure manning levels support operation.
4. Ensure accuracy and currency of staff journals, situation maps, and information boards.
5. Continually assess the operational situation.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
6. MCWP 5-1, Marine Corps Planning Process
7. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * End User Computer Equipment (EUCE)
4. * Information boards
5. * Map boards
6. * Map overlays
7. * Marine Corps authorized software
8. * Operation Order (OPORD)
9. * Tables/Chairs

10. * Tent/Shelter

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.02.08 (CORE) DEVELOP A LOCAL CIVIL DEFENSE PLAN

CONDITION(S): Given a hostile or potentially hostile scenario with communications, administration, logistics, intelligence, and rear area security mechanisms in place; intelligence and tactical situation reports; the references; administrative materials; End User Computer Equipment (EUCE) and software; audiovisual equipment and tapes; area map(s); access to appropriate civilian leaders and civil authorities; access to the Staff Judge Advocate (SJA); and the Operation Order (OPORD).

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Assess the existing civil defense structure.
2. Assess availability/adequacy of shelters, emergency food, water, sanitation, medical care, and evacuation routes.
3. Identify and assist local civil defense officials in the development and/or implementation of a civil defense plan.
4. Establish a warning system.
5. Establish an Emergency Operations Center (EOC).
6. Coordinate additional support from area commanders.
7. Coordinate civilian and military assets to assist the area commander in accomplishing civil defense.
8. Assist the Rear Area Operations Center (RAOC) in planning and coordinating the integration of civilian activities and resources into rear battle and damage control plans.
9. Advise the commander, in coordination with the Staff Judge Advocate (SJA), of legal limits imposed on his authority during civil disturbance operations.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 3-5, NBC Decontamination
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs

5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
6. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to the Staff Judge Advocate (SJA)
2. * Access to the appropriate civilian leaders and civil authorities
3. * Administrative materials
4. * Area map(s)
5. * Audiovisual equipment/tapes
6. * End User Computer Equipment (EUCE)
7. * Intelligence and tactical situation reports
8. * Marine Corps authorized software
9. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.02.09 (CORE) DEVELOP A CIVIL INFORMATION PROGRAM

CONDITION(S): Given the Marine Air Ground Task Force (MAGTF) mission; the references; administrative materials; End User Computer Equipment (EUCE) and software; area map(s); country handbook(s); access to appropriate civilian leaders and civil authorities; access to the Staff Judge Advocate (SJA) and State Department representative(s), Psychological Operations Officer (PSYOP), and Public Affairs Officer (PAO); interpreter (if required); and access to information requiring dissemination.

STANDARD(S): Per the references, in compliance with all applicable international treaties and agreements, and in support of the Marine Air Ground Task Force (MAGTF) mission.

PERFORMANCE STEPS:

1. Review international laws, treaties, and agreements applicable to civil information.
2. Consult with the Staff Judge Advocate (SJA) and State Department representatives on the legal aspects of Civil Affairs (CA) activities pertaining to the mission.
3. Identify and establish liaison with civil agencies and key officials involved with the civil information.
4. Identify target audiences.

5. Prepare information programs.
6. Determine correct media sources.
7. Conduct public opinion polls and research.
8. Develop community relations plans.
9. Develop plans for the operation of public and private communications media in the Area of Operations (AO).
10. Assess capabilities and availability of civil information resources.
11. Develop plans to obtain access to media facilities.
12. Allocate supplies, services, and materials necessary for the operation of the media.
13. Develop plans for the review and censorship of civil information media.
14. Recommend security measures for the protection of media systems.
15. Determine the competence and reliability of civil media personnel.
16. Ensure the civil information program will distribute and disseminate information, including civil defense warnings and information, through both private and public agencies.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to State Department representative(s)
2. * Access to the Psychological Operations Officer (PSYOP)
3. * Access to the Public Affairs Officer (PAO)
4. * Access to the Staff Judge Advocate (SJA)
5. * Access to the appropriate civilian leaders and civil authorities
6. * Administrative materials
7. * Area map(s)

Appendix A to
ENCLOSURE (6)

8. * Country handbook(s)
9. * End User Computer Equipment (EUCE)
10. * Information for dissemination
11. Interpreter
12. * Marine Corps authorized software
13. * Mission

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.02.10 (CORE) PREPARE A CIVIL-MILITARY OPERATIONS (CMO) FRAGMENTARY ORDER (FRAGO)

CONDITION(S): Given an operational scenario, the references, Operation Order (OPORD), sample Fragmentary Order (if available), administrative materials, area map(s), and End User Computer Equipment (EUCE) and software.

STANDARD(S): Per the references, ensuring the Fragmentary Order (FRAGO) accurately reflects current/ongoing Civil Affairs (CA) operations pertaining to the mission.

PERFORMANCE STEPS:

1. Brief the supported commander on any planned/ongoing Civil Affairs (CA) operations.
2. Collect feedback from subordinate units regarding Civil Affairs (CA) issues.
3. Evaluate the feedback from subordinate units.
4. Develop appropriate changes to Annex G (Civil Affairs) of the Operation Order (OPORD).
5. Update Civil-Military Operations (CMO) estimates, as needed.
6. Advise the supported commander of any required modifications to the execution plan.
7. Issue Fragmentary Orders (FRAGOs), as necessary.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations

4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
6. MCWP 5-1, Marine Corps Planning Process
7. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * End User Computer Equipment (EUCE)
4. * Marine Corps authorized software
5. * Operation Order (OPORD)
6. Sample Fragmentary Order (FRAGO)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

DUTY AREA 03 - CIVIL AFFAIRS ACTIVITIES

TASK: 0503.03.01 (CORE) OPERATE A CIVIL AFFAIRS (CA) OPERATIONS CELL

CONDITION(S): Given an expeditionary environment, the Operation Order (OPORD), the references, commander's guidance, administrative materials, End User Computer Equipment (EUCE) and software, journal book, area map(s), tent/shelter, map and information boards, tables, and chairs.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Obtain turnover brief.
2. Review journal book from previous shift.
3. Review current operations (next 12 hours).
4. Review future operations.
5. Conduct prioritized responses.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations
2. FMFM 3-1, Command and Staff Action
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * Command guidance
4. * End User Computer Equipment (EUCE)
5. * Information boards
6. * Journal book
7. * Map boards
8. * Marine Corps authorized software
9. * Operation Order (OPORD)

10. * Tables/Chairs

11. * Tent/Shelter

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.03.02 (CORE) ESTABLISH RELATIONS WITH NON-GOVERNMENTAL ORGANIZATIONS (NGO), OTHER GOVERNMENTAL ORGANIZATIONS (OGA), INTERNATIONAL ORGANIZATIONS (IO), AND LOCAL CIVIL AUTHORITIES

CONDITION(S): Given an operational scenario, the references, Operation Order (OPORD), administrative materials, area map(s), small token gift(s) (if appropriate), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, and an interpreter (if required).

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Identify the local civil authorities, Non-Governmental Organization (NGO) personnel, Other Governmental Agency (OGA) personnel, International Organization (IO) personnel, and local civilian leaders.
2. Meet with the individuals identified in Step 1.
3. Conduct introductions in a congenial, businesslike manner consistent with the culture.
4. Explain the procedures for contacting the Marine Air Ground Task Force (MAGTF) Civil Affairs (CA) section.
5. Present a small token gift, if appropriate, on behalf of the Marine Air Ground Task Force (MAGTF) commander, consistent with the culture.
6. Brief the organizational representatives on the Civil-Military Operations (CMO) mission as it pertains to their particular organization.
7. Obtain each organization's estimate of its capabilities, resources, and deficiencies.
8. Make no commitments to the individuals regarding the Marine Air Ground Task Force's (MAGTF) ability to provide support.
9. Request feedback from the organizations' representatives regarding treatment of the population, cultural considerations, and effects of planned military operations on the civilian populace.
10. Solicit input from the civil authorities regarding additional individuals and agencies to contact.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations
2. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. Interpreter
6. * Marine Corps authorized software
7. * Operation Order (OPORD)
8. Small token gift(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.03.03 (CORE) CONDUCT DISLOCATED CIVILIAN (DC) OPERATIONS

CONDITION(S): Given a military mission in an area with the potential for civilian interference, access to appropriate civilian leaders and civil authorities, area map(s), Operation Order (OPORD), Fragmentary Order (FRAGO) (if applicable), intelligence and tactical situation reports, the references, administrative materials, and End User Computer Equipment (EUCE) and software.

STANDARD(S): Per the references, minimizing civilian interference with military operations and complying with Operational Law (OPLAW).

PERFORMANCE STEPS:

1. Estimate Dislocated Civilian (DC) number, probable origin route, and probable destination.
2. Assess Dislocated Civilian (DC) support needs.
3. Plan and prepare for the movement of Dislocated Civilians (DCs) to include:
 - a. Establishment of collection points and assembly areas.

- b. Travel route coordination with Foreign Nation (FN) and higher and adjacent headquarters.
 - c. Protection of Dislocated Civilians (DCs) and provision of minimum standard of care and treatment for all civilians.
 - d. Establishment of Dislocated Civilians (DCs) control measures.
- 4. Maximize use of non-U. S. military resources by coordinating Foreign Nation (FN) support and military forces required to execute the plan, keeping U. S. military involvement to a minimum.
 - 5. Coordinate engineer, health services, communications, Military Police (MP), transportation, intelligence, and Psychological Operations (PSYOP) support.
 - 6. Plan for final disposition of Dislocated Civilians (DCs), either by return, resettlement, or camp turnover to another agency.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

- 1. AUDIOVISUAL PRODUCTS #710578, Dislocated Civilian Operations
- 2. CONTROL OF COMMUNICABLE DISEASES MANUAL, Civilian reference by Abram Benenson (Editor), 1995 (16th edition), American Public Health Association
- 3. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
- 4. FM 27-10, The Law of Land Warfare
- 5. FM 41-10, Civil Affairs Operations
- 6. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
- 7. GENEVA CONVENTION OF 1949 (IV), Relative to the Protection of Civilian Persons in Time of War
- 8. HAGUE CONVENTION OF 1907 (IV), Article 43, Embodying the Regulations Respecting the Laws and Customs of War on Land
- 9. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
- 10. REFUGEE HEALTH, Civilian reference: Refugee Health: An Approach to Emergency Situations, 1997, by The Doctors Without Borders USA
- 11. UNHCR HANDBOOK, Office of the United Nations High Commissioner for Refugees Handbook
- 12. USAID DART HANDBOOK, U. S. Agency for International Development Disaster Assistance Response Team (DART) handbook
- 13. WHERE THERE IS NO DOCTOR, Civilian reference: Where There Is No Doctor: A Village Health Care Handbook by David Werner, et al. (May 1992)

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. Fragmentary Order (FRAGO)
6. * Intelligence and tactical situation reports
7. * Marine Corps authorized software
8. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.03.04 (CORE) CONDUCT A HUMANITARIAN ASSISTANCE (HA) PROGRAM

CONDITION(S): Given a scenario involving Humanitarian Assistance (HA) conducted in a specified area, the references, Operation Order (OPORD), access to appropriate civilian leaders and civil authorities, the Civil Affairs (CA) mission, administrative materials, area map(s), End User Computer Equipment (EUCE) and software.

STANDARD(S): Per the references, in consonance with U. S. and Host Nation (HN) policies, and the Operation Order (OPORD).

PERFORMANCE STEPS:

1. Analyze the mission to determine the Humanitarian Assistance (HA) requirements.
2. Identify political, economic, social, and cultural factors that influence mission accomplishment.
3. Identify security needs of the unit and the local population.
4. Request and review U. S. policy internal development objectives.
5. Utilize the Civil Affairs (CA) estimate as a template for decision-making.
6. Develop a project task list incorporating projects that can be completed in the time available with available materials.
7. Involve the local population in the decision-making process regarding selection and implementation of task list items.
8. Obtain approval of project task list and Humanitarian Assistance (HA) operation from supported commander.

9. Coordinate Humanitarian Assistance (HA) operation with higher and adjacent headquarters.
10. Assist available Psychological Operations (PSYOP) assets with development of an information dissemination program to inform the population of ongoing activities.
11. Implement the Humanitarian Assistance (HA) program.
12. Monitor the effectiveness of the Humanitarian Assistance (HA) operation.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
5. SOP, Standing Operating Procedures
6. UNHCR HANDBOOK, Office of the United Nations High Commissioner for Refugees Handbook
7. USAID DART HANDBOOK, U. S. Agency for International Development Disaster Assistance Response Team (DART) handbook

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Mission
7. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.03.05 (CORE) CONDUCT MILITARY CIVIC ACTION (MCA)

CONDITION(S): Given a hostile or potentially hostile scenario with communications,

administration, logistics, intelligence, and rear area security mechanisms in place; tactical and intelligence situation reports; the references; administrative materials; End User Computer Equipment (EUCE) and software; area map(s); access to the Psychological Operations Officer (PSYOP), and the Operation Order (OPORD).

STANDARD(S): Per the references, ensuring the Military Civic Action (MCA) supports the mission and the current tactical situation.

PERFORMANCE STEPS:

1. Survey the civilian living conditions and infrastructure to identify needs for mitigating and developmental Military Civic Action (MCA) projects.
 - a. Identify mitigating Military Civic Action (MCA) projects after disaster or combat by determining the emergency needs for medical treatment, food, and shelter.
 - b. Identify developmental Military Civic Action (MCA) projects by determining infrastructure deficiencies in such areas as education, public works, and health.
2. Prioritize Military Civic Action (MCA) projects by their practicality, feasibility, and impact on civilian attitudes toward the Foreign Nation (FN) government and military.
 - a. Provide priority to mitigating Military Civic Action (MCA) projects that will have an immediate favorable impact on civilian attitudes.
 - b. Use available psychological operations (PSYOP) assets to measure the probable impact of Military Civic Action (MCA) projects on civilian attitudes toward the Foreign Nation (FN) government and military.
3. Prepare resource estimates for Military Civic Action (MCA) projects under consideration.
4. Deliver the Military Civic Action (MCA) plan to the commander.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. AUDIOVISUAL PRODUCTS #710423, Civil Affairs Operations
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
6. SOP, Standing Operating Procedures
7. UNHCR HANDBOOK, Office of the United Nations High Commissioner for Refugees Handbook

8. USAID DART HANDBOOK, U. S. Agency for International Development Disaster Assistance Response Team (DART) handbook

TRAINING MATERIEL:

1. * Access to the Psychological Operations Officer (PSYOP)
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Intelligence and tactical situation reports
6. * Marine Corps authorized software
7. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.03.06 (CORE) COORDINATE FOREIGN NATION SUPPORT (FNS)

CONDITION(S): Given a request from or an offer to a Foreign Nation (FN) for support, the references, Operation Order (OPORD), Civil Affairs (CA) mission, administrative materials, area map(s), access to appropriate civilian leaders and civil authorities, access to the Staff Judge Advocate (SJA), and End User Computer Equipment (EUCE) and software.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Evaluate the validity of the request/offer of Foreign Nation Support (FNS).
2. Identify the resources required for the Foreign Nation Support (FNS) request/offer.
3. Coordinate with the Marine Air Ground Task Force (MAGTF) contracting officer, Staff Judge Advocate (SJA), and comptroller, as required.
4. Coordinate linkup between the Foreign Nation Support (FNS) requester and the resource provider.
5. Monitor follow-on actions associated with the request/offer of Host Nation Support (HNS).
6. Compile accurate records of all actions associated with the Host Nation Support (HNS) request/offer.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations
2. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to the Staff Judge Advocate (SJA)
2. * Access to the appropriate civilian leaders and civil authorities
3. * Administrative materials
4. * Area map(s)
5. * End User Computer Equipment (EUCE)
6. * Marine Corps authorized software
7. * Mission
8. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.03.07 (CORE) PROVIDE INITIAL CIVIL ADMINISTRATION IN ENEMY TERRITORY

CONDITION(S): Given a hostile or potentially hostile scenario with communications, administration, logistics, intelligence, and rear area security mechanisms in place; tactical and intelligence situation reports; the references; administrative materials; access to appropriate civilian leaders and civil authorities; End User Computer Equipment (EUCE) and software; area map(s); and the Operation Order (OPORD).

STANDARD(S): Per the references and in compliance with operational law (OPLAW) and U. S., Allied, and Foreign Nation (FN) policies and objectives.

PERFORMANCE STEPS:

1. Evaluate the capabilities of the existing civil administration.
2. Develop a civilian administration plan and coordinate it with the Marine Air Ground Task Force (MAGTF) commander and other cognizant agencies.
3. Conduct on-site interviews to verify the location of existing government agencies, identifying their structures and key personnel.

4. Identify specific requirements for reinforcing and restoring civil administration within the operational area.
5. Assist the Foreign Nation (FN) in developing a plan to restore civil administration within its operational area.
6. Integrate existing local laws into the civil administration plan, unless absolutely prevented from doing so.
7. Establish procedures for protection of public archives.
8. Establish binding proclamations, ordinances, orders, and instructions upon the local populace.
9. Determine the degree of influence, supervision, and control required by those elements responsible for executing the civil administration plan.
10. Arrange for the earliest possible transfer of authority to civilian agencies.
11. Coordinate for psychological operations (PSYOP) support in order to inform the population.
12. Ensure the civil administration operations support U. S., Foreign Nation (FN), and Allied civil authority.
13. Identify the population's requirement for emergency supplies and arrange for their distribution.
14. Plan and supervise rationing programs.
15. Arrange salvage of captured supplies for use by the civilian population.
16. Identify the post-conflict requirement for assistance.
17. Estimate the civilian sector's requirement for additional health service support.
18. Analyze the communications facilities' and postal services' locations, functions, means, and techniques.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
3. FM 27-10, The Law of Land Warfare
4. FM 41-10, Civil Affairs Operations
5. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
6. HAGUE CONVENTION OF 1907 (IV), Article 43, Embodying the Regulations Respecting the Laws and Customs of War on Land

Appendix A to
ENCLOSURE (6)

7. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
8. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Intelligence and tactical situation reports
6. * Marine Corps authorized software
7. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.03.08 (CORE) ESTABLISH A CIVIL-MILITARY OPERATIONS CENTER (CMOC)

CONDITION(S): Given an expeditionary environment, the Operation Order (OPORD), the references, commander's guidance, administrative materials, End User Computer Equipment (EUCE) and software, area map(s) and handbook(s), tent/shelter, map and information boards, tables, and chairs.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Identify functional capabilities requiring representation.
2. Establish functional cells, as identified.
3. Determine communication, equipment, and supply requirements.
4. Determine available sites and shelter resources.
5. Ensure the establishment and maintenance of staff journals, situation maps, and information boards.
6. Ensure appropriate signs identify and direct civilian and military personnel to the Civil-Military Operations Center (CMOC).

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. AUDIOVISUAL PRODUCTS #710611, Civil-Military Operations Cntr (CMOC), Part 1

2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Area Handbook(s)
3. * Area map(s)
4. * Command guidance
5. * End User Computer Equipment (EUCE)
6. * Information boards
7. * Map boards
8. * Marine Corps authorized software
9. * Operation Order (OPORD)
10. * Tables/Chairs
11. * Tent/Shelter

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.03.09 (CORE) DIRECT A CIVIL-MILITARY OPERATIONS CENTER (CMOC)

CONDITION(S): Given an expeditionary environment, the Operation Order (OPORD)/Operation Plan (OPLAN), the references, commander's guidance, administrative materials, End User Computer Equipment (EUCE) and software, area map(s) and handbook(s), tent/shelter, map and information boards, tables, and chairs.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Ensure manning levels support operation.
2. Ensure accuracy and currency of staff journals, situation maps, and information boards.
3. Continually assess the operational situation.

4. Submit reports to higher headquarters, as required.
5. On behalf of the supported commander, establish communications and coordination with Non-Governmental Organizations (NGOs), International Organizations (IOs), Other Governmental Agencies (OGAs), Foreign Nation (FN) civilians making inquiries for assistance, and local civil authorities.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. AUDIOVISUAL PRODUCTS #710611, Civil-Military Operations Cntr (CMOC), Part 1
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
6. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Area Handbook(s)
3. * Area map(s)
4. * Command guidance
5. * End User Computer Equipment (EUCE)
6. * Information boards
7. * Map boards
8. * Marine Corps authorized software
9. * Operation Plan (OPLAN)
10. * Operation Order (OPORD)
11. * Tables/Chairs
12. * Tent/Shelter

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

DUTY AREA 04 - CIVIL OUTREACH

TASK: 0503.04.01 (CORE) CONDUCT A TOWN MEETING

CONDITION(S): Given administrative materials, End User Computer Equipment (EUCE) and software, appropriate meeting location/facilities, area map(s), access to appropriate civilian leaders and civil authorities, interpreter (if required), audiovisual equipment/tapes (if available), the references, and equipment.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Evaluate the necessity of conducting a town meeting.
2. Ensure the town meeting will benefit the Marine Corps and U. S. interests.
3. Choose an agenda for the town meeting that addresses the concerns of the particular audience in attendance.
4. Choose an appropriate location and time for the meeting which enhances audience attendance. If necessary, conduct several smaller town meetings so as not to exclude any particular group from attendance.
5. Advertise the town meeting, utilizing both printed and spoken media.
6. Provide for crowd control by coordinating with local civil authorities, if necessary.
7. Utilize loudspeakers, if necessary.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 3-05.30, Psychological Operations
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. Audiovisual equipment/tapes
5. * End User Computer Equipment (EUCE)

6. Interpreter
7. * Marine Corps authorized software
8. * Meeting location/facility

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0503.04.02 (CORE) SUPPORT THE ESTABLISHMENT AND MAINTENANCE OF A JUDICIAL SYSTEM IN THE AREA OF RESPONSIBILITY (AOR)

CONDITION(S): Given an operational scenario, relevant and timely intelligence summaries, access to the Staff Judge Advocate (SJA) and Provost Marshal's Office (PMO), access to the appropriate civilian leaders and civil authorities, Operation Order (OPORD), area study, the references, administrative materials, End User Computer Equipment (EUCE) and software, tourist guidebook(s), country handbook(s), and overlay material.

STANDARD(S): Per the references, in compliance with all international laws, treaties, and applicable agreements.

PERFORMANCE STEPS:

1. Evaluate the capabilities of the existing judicial system.
2. Identify special requirements for a judicial system consistent with cultural norms.
3. Identify and locate Foreign Nation (FN) judicial personnel.
4. Integrate, within constraints of the military mission, the civil and military judicial systems.
5. Coordinate with Staff Judge Advocate (SJA) and Provost Marshal's Office (PMO) for compliance with all international laws, treaties, and applicable agreements.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Capt

REFERENCE(S):

1. DA PAM 27-1, Treaties Governing Land Warfare
2. FM 27-10, The Law of Land Warfare
3. GENEVA CONVENTION OF 1949 (IV), Relative to the Protection of Civilian Persons in Time of War
4. HAGUE CONVENTION OF 1907 (IV), Article 43, Embodying the Regulations Respecting the Laws and Customs of War on Land
5. SOFA/CIVIL AFFAIRS AGREEMENTS, Status Of Forces/Civil Affairs Agreements

TRAINING MATERIEL:

1. * Access to the Provost Marshal Office (PMO)
2. * Access to the Staff Judge Advocate (SJA)
3. * Access to the appropriate civilian leaders and civil authorities
4. * Administrative materials
5. * Area study
6. * Country handbook(s)
7. * End User Computer Equipment (EUCE)
8. * Intelligence summaries
9. * Marine Corps authorized software
10. * Operation Order (OPORD)
11. * Tourist guidebook(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

MOS 0513, CIVIL AFFAIRS NONCOMMISSIONED OFFICER

DUTY AREA 01 - GENERAL

TASK: 0513.01.01 (CORE) DEFINE THE ROLE OF CIVIL AFFAIRS (CA)

CONDITION(S): Given the references, administrative materials, and a current Table of Organization (T/O).

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Define the Civil Affairs (CA) mission.
2. List Military Occupational Specialties (MOSS) within a Civil Affairs Group (CAG).
3. Prepare a Table of Organization (T/O) for a detachment, team, and group.
4. Identify other members of the Civil Affairs Group (CAG) that could be attached to a team.
5. Show the attachment of a Civil Affairs (CA) detachment to a Marine Expeditionary Unit (MEU).
6. Show the attachment of a Civil Affairs (CA) team to a Marine Expeditionary Brigade (MEB).
7. Show the attachments of a Civil Affairs Group (CAG) to a Marine Expeditionary Force (MEF).
8. Identify the nine Marine Corps sub-functions of Civil Affairs (CA).
9. Discuss Civil Affairs (CA) relationship to:
 - a. Supported commander.
 - b. Psychological Operations (PSYOP).
 - c. Public Affairs Officer (PAO).
 - d. Staff Judge Advocate (SJA).
 - e. Country team.
10. Compare Marine Corps Civil Affairs (CA) to Army Civil Affairs (CA) functions.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations
2. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs

3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Administrative materials
 2. * Table of Organization (T/O)
-

TASK: 0513.01.02 (CORE) DEVELOP AN AREA STUDY

CONDITION(S): Given an Operation Order (OPORD), the references, administrative materials, End User Computer Equipment (EUCE) and software, area map(s), tourist guidebook(s), country handbook(s), and overlay material.

STANDARD(S): Per the references, ensuring the assessment includes an accurate evaluation of population demographics; civilian supply; Arts, Monuments, and Archives (AMA); communications; public utilities and services; and civilian movement routes.

PERFORMANCE STEPS:

1. Gather the appropriate standard/nonstandard maps and tourist guides required for a map study of the Area of Responsibility (AOR).
2. Develop an assessment tool that incorporates all Civil Affairs (CA) functional areas.
3. Conduct a map study of the Area of Responsibility (AOR), identifying the following elements:
 - a. Population demographics.
 - b. Sources of civilian supply.
 - c. Locations of Arts, Monuments, and Archives (AMA).
 - d. Location and operating status of civilian and government communications agencies.
 - e. Location and operating status of public utilities and services.
 - f. Probable routes of civilian movement.
4. Identify the social, cultural, religious, and ethnic practices that may impact the mission.
5. Estimate the general health status of the population.
6. Prepare appropriate overlays to depict the data developed in the area study.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations

2. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * Country handbook(s)
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)
7. * Overlay material
8. * Tourist guidebook(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

ADMINISTRATIVE INSTRUCTIONS: The area study and assessment must be continually updated throughout an operation.

TASK: 0513.01.03 (CORE) CONDUCT AN AREA ASSESSMENT

CONDITION(S): Given an operational scenario, relevant and timely intelligence summaries, the references, administrative materials, End User Computer Equipment (EUCE) and software, area map(s), tourist guidebook(s), country handbook(s), and overlay material.

STANDARD(S): Per the references, verifying and validating the population demographics; civilian supply; Arts, Monuments, and Archives (AMA); probable routes of civilian movement; and civilian infrastructure.

PERFORMANCE STEPS:

1. Procure on-site current standard/non-standard map(s) and tourist guide(s), as required.
2. Verify the following elements of the on-site study of the Area of Responsibility (AOR):
 - a. Population demographics.
 - b. Sources of civilian supply.

- c. Locations of Arts, Monuments, and Archives (AMA).
 - d. Location and operating status of civilian and government communications agencies.
 - e. Location and operating status of public utilities and services.
 - f. Probable routes of civilian movement.
- 3. Verify the social, cultural, religious, and ethnic practices that may impact the mission.
 - 4. Validate the general health status of the population.
 - 5. Update the overlays depicting the data developed in the area study, if necessary.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

- 1. FM 41-10, Civil Affairs Operations
- 2. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
- 3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

- 1. * Administrative materials
- 2. * Area map(s)
- 3. * Country handbook(s)
- 4. * End User Computer Equipment (EUCE)
- 5. * Intelligence summaries
- 6. * Marine Corps authorized software
- 7. * Overlay material
- 8. * Tourist guidebook(s)

TASK: 0513.01.04 (CORE PLUS) PREPARE A CIVIL-MILITARY OPERATION (CMO) ESTIMATE

CONDITION(S): Given area map(s), the appropriate administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, and the references.

STANDARD(S): Per the references, ensuring the estimate supports the commander's mission.

PERFORMANCE STEPS:

1. Evaluate the command's Civil-Military Operation (CMO) requirements for the current military operation.
2. Evaluate the Civil Affairs (CA) manpower status.
3. Gather available information to support the needs and objectives of the commander's restated mission.
4. Analyze mission considerations from the standpoints of:
 - a. Intelligence.
 - b. Tactics.
 - c. Personnel.
 - d. Logistics.
5. Prepare the Civil-Military Operation (CMO) estimate of the situation to include:
 - a. Disposition and status of Civil Affairs (CA) elements and related significant military and non-military elements (engineers, Military Police (MP), medical units, International Organizations (IOs), Non-Government Organizations (NGOs), and Other-Governmental Agencies (OGAs)).
 - b. Current Civil Affairs (CA) problems faced by the command of the supported unit. (Estimate the impact of future plans of the supported unit's operations on the Civil-Military Operation (CMO) mission.)
 - c. Projected impact of civilian interference with military operations.
 - d. Government functions.
 - e. Economic functions.
 - f. Public facilities functions.
 - g. Special functions.
 - h. Assumptions required for the preparation of the estimate.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. AUDIOVISUAL PRODUCTS #710423, Civil Affairs Operations
2. AUDIOVISUAL PRODUCTS #710501, Civil-Military Operations (CMO) - Estimate of the Situation
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

Appendix B to
ENCLOSURE (6)

6. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * End User Computer Equipment (EUCE)
4. * Marine Corps authorized software
5. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.01.05 (CORE) PREPARE THE FORCE

CONDITION(S): Given an operational scenario and Operation Order (OPORD), relevant and timely intelligence summaries, the references, administrative materials, End User Computer Equipment (EUCE) and software, area map(s), tourist guidebook(s), country handbook(s), area handbook(s), an area study, appropriate reference cards, and overlay material.

STANDARD(S): Per the reference, ensuring all information conveyed is current and supports the commander's mission.

PERFORMANCE STEPS:

1. Prepare and coordinate a current situation brief including the following elements:
 - a. U. S. strategic objectives and mission.
 - b. Culture, geopolitics, demographics, and country history.
 - c. Media environment.
 - d. Standards of behavior (Status of Forces Agreements (SOFA) and Rules of Engagement (ROE)).
 - e. Health and safety issues.
 - f. Restrictions on Foreign Nation (FN) property (e.g., religious shrines, edifices, consecrated places, historical buildings, private property, etc.).
 - g. Psychological Operations (PSYOP), Staff Judge Advocate (SJA), Public Affairs (PA), Civil Affairs (CA) roles, responsibilities, and resources.
 - h. Joint, combined, inter-agency, Non-Governmental Organization (NGOs) environment.

2. Deliver the brief.
3. Provide language support devices.
4. Identify interpreter support resources (i.e., people).
5. Solicit feedback from the Force.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations

TRAINING MATERIEL:

1. * Administrative materials
2. * Area Handbook(s)
3. * Area study
4. * Area map(s)
5. * Country handbook(s)
6. * End User Computer Equipment (EUCE)
7. * Intelligence summaries
8. * Marine Corps authorized software
9. * Operation Order (OPORD)
10. * Rules of Engagement (ROE) card
11. * Sample Language Card
12. * Status Of Forces Agreement (SOFA) card

TASK: 0513.01.06 (CORE) EDUCATE MILITARY PERSONNEL ON PROPER TREATMENT OF ARTS, MONUMENTS, AND ARCHIVES (AMA)

CONDITION(S): Given area map(s), Rules of Engagement (ROE) card, the appropriate administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, and the references.

STANDARD(S): Per the references, ensuring compliance with international law, treaties, and U. S. policies.

PERFORMANCE STEPS:

1. Review plans for the protection of Arts, Monuments, and Archives (AMA).

2. Provide instruction to Marines regarding the importance of the preservation of Arts, Monuments, and Archives (AMA), in compliance with the Rules of Engagement (ROE).
3. Instruct Marines on procedures regarding reporting and safeguarding Arts, Monuments, and Archives (AMA).

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * End User Computer Equipment (EUCE)
4. * Marine Corps authorized software
5. * Operation Order (OPORD)
6. * Rules of Engagement (ROE) card

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.01.07 (CORE) EMPLOY INTERPRETERS

CONDITION(S): Given an operational scenario, access to the appropriate civilian leaders and civil authorities, access to the G-2, the references, area map(s), administrative materials, local telephone book(s), an English/local language dictionary, and access to interpreters.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Develop a list of candidates based on:
 - a. Fluency (both spoken and written).

- b. Community status.
 - c. Political leanings.
 - d. Availability.
2. Coordinate background checks through the G-2.
 3. Be aware of the limitations of the potential interpreters.
 4. Utilize interpreters to conduct Civil Affairs (CA) related:
 - a. Conversations.
 - b. Briefs.
 - c. Negotiations.
 - d. Information requests.
 5. Debrief interpreter regarding:
 - a. Body language.
 - b. Motive/Orientation.
 - c. Intent.
 - d. Validity.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
2. SOP, Standing Operating Procedures
3. UNHCR HANDBOOK, Office of the United Nations High Commissioner for Refugees Handbook

TRAINING MATERIEL:

1. * Access to the G-2
2. * Access to the appropriate civilian leaders and civil authorities
3. * Administrative materials
4. * Area map(s)
5. * English/local language dictionary
6. * Interpreter
7. * Local telephone book(s)

Appendix B to
ENCLOSURE (6)

TASK: 0513.01.08 (CORE) NAVIGATE USING STANDARD/NONSTANDARD MAP(S) AND TOURIST GUIDEBOOK(S)

CONDITION(S): Given military area map(s), nonstandard map(s), tourist guidebook(s), administrative materials, and the references.

STANDARD(S): Per the references, arriving at the desired location within a designated time frame.

PERFORMANCE STEPS:

1. Determine the current position by utilizing a standard military map.
2. Cross-reference the current position to a tourist map.
3. Move to the desired final destination point utilizing the tourist map or guidebook directions.
4. Cross-reference the final destination location with the standard military map.
5. Ask local Foreign Nationals (FN) for directional assistance, if necessary.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 101-5-1, Operational Terms and Graphics
2. FM 21-26, Map Reading and Land Navigation
3. FM 21-31, Topographic Symbols

TRAINING MATERIEL:

1. * Administrative materials
2. * Military map(s)
3. * Nonstandard map(s)
4. * Tourist guidebook(s)

DUTY AREA 02 - CIVIL AFFAIRS PLANNING

TASK: 0513.02.01 (CORE) PREPARE CIVIL AFFAIRS (CA) OVERLAYS (E.G., DEMOGRAPHIC; CIVIL SUPPLY; PUBLIC UTILITIES; HEALTH SERVICES; DISLOCATED CIVILIANS (DC); ARTS, MONUMENTS, AND ARCHIVES (AMA), ETC.)

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, overlay materials, area handbook(s), tourist guidebook(s), local telephone book(s), the references, and information pertaining to: demographics; civil supply; public utilities; health services; Displaced Civilians (DCs); and Arts, Monuments, and Archives (AMA).

STANDARD(S): Per the references, ensuring the overlays are correctly positioned on the map and accurately identify and depict all pertinent information with the appropriate graphic symbol.

PERFORMANCE STEPS:

1. Gather all available information.
2. Graphically depict the overlay information, including public facilities, routes and locations of Dislocated Civilians (DCs), religious or historical sites, health services, resources, and off-limits areas.
3. Include a legend for information not readily identifiable.
4. Include a date-time group.
5. Ensure the various overlays are correctly positioned on the map.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 21-26, Map Reading and Land Navigation
2. FM 21-31, Topographic Symbols
3. FM 41-10, Civil Affairs Operations
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Administrative materials
2. * Area Handbook(s)
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Local telephone book(s)
6. * Marine Corps authorized software
7. * Operation Order (OPORD)

8. * Overlay material
9. * Pertinent information
10. * Tourist guidebook(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.02.02 (CORE PLUS) ADVISE THE COMMANDER ON THE FEASIBILITY OF U. S. PERSONNEL PROVIDING MEDICAL SERVICES TO THE CIVILIAN POPULACE

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, and the references.

STANDARD(S): Per the references, ensuring the advice is in compliance with international law, treaties, and military regulations.

PERFORMANCE STEPS:

1. Evaluate the Foreign Nation (FN) public health facilities.
2. Determine the availability of public health resources, including materiel and personnel.
3. Evaluate any shortfalls evident in the Foreign Nation's (FN) ability to provide medical services to the civilian populace.
4. Evaluate the advantages/disadvantages of U. S. personnel providing medical services to the civilian populace.
5. Advise the commander on the use of U. S. personnel providing medical services to the civilian populace, based on a thorough analysis of the situation.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations
2. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
3. MCWP 4-11.1, Health Services Support Operations
4. REFUGEE HEALTH, Civilian reference: Refugee Health: An Approach to Emergency Situations, 1997, by The Doctors Without Borders USA
5. WHERE THERE IS NO DOCTOR, Civilian reference: Where There Is No Doctor: A Village Health Care Handbook by David Werner, et al. (May 1992)

TRAINING MATERIEL:

1. * Administrative materials

2. * Area map(s)
3. * End User Computer Equipment (EUCE)
4. * Marine Corps authorized software
5. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.02.03 (CORE) COORDINATE CIVIL DEFENSE ACTIVITIES/PLANS WITH LOCAL OFFICIALS AND PUBLIC SAFETY PERSONNEL

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, and the references.

STANDARD(S): Per the references, ensuring the coordination includes consideration of all Civil Affairs (CA) functional areas.

PERFORMANCE STEPS:

1. Develop operational plans for the following:
 - a. Civil defense operations.
 - b. Personnel evacuation.
 - c. Panic control.
 - d. Passive defense measures.
 - e. Law and order maintenance.
 - f. Military support elements (survey, recovery, clearance, rescue, and evacuation teams).
 - g. Health Services Support (HSS) from military and local Host Nation (HN) agencies.
2. Assist the area commander in plans to utilize military assets for civil defense.
3. Advise the commander on the legal limits imposed on his authority during a civil disturbance operation.
4. Plan an Emergency Operations Center (EOC).
5. Coordinate the civil defense activities of fire, medical, police, and rescue personnel with those of the military.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 3-5, NBC Decontamination
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
6. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.02.04 (CORE PLUS) INTEGRATE LOCAL PUBLIC SAFETY ACTIVITIES INTO TACTICAL AND REAR BATTLE PLANS

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review civilian public safety plans.
2. Review military plans to provide public safety assistance.
3. Develop plans to provide public safety assistance.
4. Coordinate with the Rear Area Operations Center (RAOC) to ensure overlapping mutual support, as required.

5. Brief local civil authorities, on an as-permitted/need-to-know basis, on military plans to provide public safety support.
6. Plan for the integration of military operations safety support.
7. Brief the Rear Area Operations Center (RAOC) and operations personnel on civilian plans to provide safety support to the civilian populace.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.02.05 (CORE PLUS) RECOMMEND PRIORITIES FOR RESTORATION WORK OR SERVICE SUSPENSION OF PUBLIC UTILITIES AND COMMUNICATIONS FACILITIES

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, and the references.

STANDARD(S): Per the references, ensuring the recommendation is based on accurate data.

PERFORMANCE STEPS:

1. Determine the types, locations, and capabilities of public works and facilities.
2. Analyze the dependability of the cooperation from local agencies and area residents.

3. Determine the priority of civilian and military needs for public works and facilities based on operational considerations, restorability, and commander's guidance.
4. Ensure the recommendation for restoration work or service suspension supports the Marine Air Ground Task Force (MAGTF) mission.
5. Develop security plans for protecting public works and facilities.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

DUTY AREA 03 - CIVIL AFFAIRS ACTIVITIES

TASK: 0513.03.01 (CORE) TRACK AVAILABLE CIVIL AFFAIRS (CA) RESOURCES

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, local telephone book(s), resource card(s), index cards, index divider(s), index card box, and the references.

STANDARD(S): Per the references, ensuring an accurate, thorough accounting of available resources.

PERFORMANCE STEPS:

1. Review the Operation Order (OPORD), references, and commander's guidance.
2. Determine which resources are required to support the Marine Air Ground Task Force (MAGTF) mission.
3. Prepare resource cards for each available Civil Affairs (CA) resource which include:
 - a. Resource name.
 - b. Location of resource.
 - c. Quantity of resource.
 - d. Points Of Contact (POC).
4. Develop a filing system to organize resource tracking.
5. Develop separate categories for civilian supply; public safety; Arts, Monuments, and Archives (AMA); communications; and public utilities.
6. Subcategorize resources into manageable commodity types (e.g., civilian supply, lumber - plywood or timbers, etc.).
7. Include information on the resource cards pertaining to number of employees, types of equipment, packaging, etc.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)

3. * End User Computer Equipment (EUCE)
4. * Index card box
5. * Index cards
6. * Index divider(s)
7. * Local telephone book(s)
8. * Marine Corps authorized software
9. * Operation Order (OPORD)
10. * Resource card(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)
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TASK: 0513.03.02 (CORE) PREPARE A PERIODIC CIVIL AFFAIRS (CA) REPORT

CONDITION(S): Given area map(s), the appropriate administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, journal book, the references, information pertaining to: demographics; civil supply; public utilities; health services; Dislocated Civilians (DCs); and Arts, Monuments, and Archives (AMA).

STANDARD(S): Per the references, ensuring currency of information.

PERFORMANCE STEPS:

1. Utilize the format established in the Standing Operating Procedures (SOP).
2. Describe the Civil Affairs (CA) situation at the end of the specified period, including principal incidents and events, locations of CA units, and operational changes affecting the CA mission.
3. Describe functional area changes relative to the last Civil Affairs (CA) report.
4. Provide recommendations pertaining to:
 - a. Force attitudes and behavior.
 - b. Adding or lifting civilian controls.
 - c. Other pertinent Civil Affairs (CA) functional areas.
5. Submit the report to higher headquarters, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations

Appendix B to
ENCLOSURE (6)

2. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * End User Computer Equipment (EUCE)
4. * Journal book
5. * Marine Corps authorized software
6. * Operation Order (OPORD)
7. * Pertinent information

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.03 (CORE) MAINTAIN A CIVIL AFFAIRS (CA) JOURNAL

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, a journal book, access to a Civil Affairs (CA) team, and the references.

STANDARD(S): Per the references, ensuring accuracy and currency.

PERFORMANCE STEPS:

1. Utilize the journal format established in the Standing Operating Procedures (SOP).
2. Summarize detailed messages, reports, and conversations on one side of the journal.
3. Attach the messages, reports, and conversation notes on the other side of the journal.
4. Assign reference numbers to each message, report, or note.
5. Record action taken in each instance, whether filed, forwarded, added to situation map, etc.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations
2. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to Civil Affairs (CA) team
2. * Administrative materials
3. * Area map(s)
4. * Journal book
5. * End User Computer Equipment (EUCE)
6. * Marine Corps authorized software
7. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.04 (CORE PLUS) COORDINATE NON-U. S. MILITARY SUPPORT TO MEET CIVIL REQUIREMENTS

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Analyze civilian requirements and available non-U. S. military capabilities.
2. Develop a Concept of Operations.
3. Coordinate with International Organizations (IOs), Non-Governmental Organizations (NGOs), and Other Governmental Agencies (OGAs).

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations
2. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.05 (CORE PLUS) INTEGRATE CIVILIAN ACTIVITIES AND RESOURCES INTO REAR BATTLE AND DAMAGE CONTROL PLANS IN COOPERATION WITH THE REAR AREA OPERATIONS CENTER (RAOC)

CONDITION(S): Given a scenario requiring explosive ordnance disposal, area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Develop plans for ordnance location, isolation, and removal.
2. Serve as the Point of Contact (POC) to coordinate Explosive Ordnance Disposal (EOD) activities in the civilian sector.
3. Coordinate Explosive Ordnance Disposal (EOD) activities.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FM 21-16, Unexploded Ordnance (UXO) Procedures
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FM 9-15, Explosive Ordnance Disposal Service and Unit Operations

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities

2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)
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TASK: 0513.03.06 (CORE) PREPARE DAMAGE CLAIM FORMS

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, access to Staff Judge Advocate (SJA), access to local civilians, camera and film, interpreters (if required), and the references.

STANDARD(S): Per the references, ensuring the forms comply with Staff Judge Advocate (SJA) guidance and are written in the local language(s).

PERFORMANCE STEPS:

1. Determine the methods used to report and record damage to civilian property, in conjunction with the Staff Judge Advocate (SJA).
2. Develop damage claim forms (in local languages), in conjunction with the Staff Judge Advocate (SJA).
3. Provide the damage claim forms, with instructions, to Marines and civilians.
4. Assist local civilians in filling out and processing the damage claim forms, as required.
5. Take statements, via interpreters, as necessary.
6. Turn all forms and statements over to the Staff Judge Advocate (SJA) for processing.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to local civilians
2. * Access to the Staff Judge Advocate (SJA)
3. * Access to the appropriate civilian leaders and civil authorities
4. * Administrative materials
5. * Area map(s)
6. * Camera and film
7. * Damage Claim form(s)
8. * End User Computer Equipment (EUCE)
9. Interpreter
10. * Marine Corps authorized software
11. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.07 (CORE) PROTECT ARTS, MONUMENTS, AND ARCHIVES (AMA) AND OTHER CULTURAL PROPERTIES FROM DESTRUCTION/THEFT/DAMAGE

CONDITION(S): Given area map(s); administrative materials; Operation Order (OPORD); End User Computer Equipment (EUCE) and software; Arts, Monuments, and Archives (AMA); tourist guidebook(s); oral reports concerning Arts, Monuments, and Archives (AMA); access to appropriate civilian leaders and civil authorities; access to Staff Judge Advocate (SJA) and State Department representatives; Protected Target List; overlay material; camera and film; and the references.

STANDARD(S): Per the references, ensuring compliance with international law, treaties, and U. S. policy.

PERFORMANCE STEPS:

1. Consult with the Staff Judge Advocate (SJA) and state department representatives on the legal aspects of Arts, Monuments, and Archives (AMA).
2. Identify the locations of Arts, Monuments, and Archives (AMA) in the Area of Operations (AO), using tourist guidebook(s), map(s), oral reports, etc.
 - a. Identify the Foreign Nation's (FN) monuments and art treasures designated per United Nations Educational, Scientific, and Cultural Organization provisions (UNESCO).
 - b. Identify other principal Arts, Monuments, and Archives (AMA).

3. Identify the key officials of the Arts, Monuments, and Archives (AMA) agencies.
4. Establish liaison with the Foreign Nation's (FN) Arts, Monuments, and Archives (AMA) agencies.
5. Identify the facilities available for Arts, Monuments, and Archives (AMA) protection.
6. Identify the condition of these protected facilities.
7. Recommend collection points for Arts, Monuments, and Archives (AMA) objects.
8. Prepare plans to inventory, store, mark, and secure Arts, Monuments, and Archives (AMA) objects.
9. Advise local custodians in inventorying and safeguarding Arts, Monuments, and Archives (AMA) objects.
10. Coordinate transport of Arts, Monuments, and Archives (AMA), as required.
11. Create an overlay depicting Arts, Monuments, and Archives (AMA) locations and collection points for dissemination, as required.
12. Update Protected Target List, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
6. UNESCO PROVISIONS, United Nations Educational, Scientific, and Cultural Organization provisions

TRAINING MATERIEL:

1. * Access to State Department representative(s)
2. * Access to the Staff Judge Advocate (SJA)
3. * Access to the appropriate civilian leaders and civil authorities
4. * Administrative materials
5. * Area map(s)
6. * Arts, Monuments, and Archives (AMA)
7. * Camera and film

Appendix B to
ENCLOSURE (6)

8. * End User Computer Equipment (EUCE)
9. * Marine Corps authorized software
10. * Operation Order (OPORD)
11. * Oral reports
12. * Overlay material
13. * Protected Target List
14. * Tourist guidebook(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)
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TASK: 0513.03.08 (CORE) ASSESS UTILITY OF PORT AND PUBLIC WORKS FACILITIES FOR MILITARY USE OR CONTROL

CONDITION(S): Given access to port and public works facilities, area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, area study, overlay materials, resource card(s), local area phone book(s), and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the area study for the names and locations of key port and public utilities officials.
2. Identify the types, locations, capabilities, and military usefulness of port and public works facilities and utilities to include:
 - a. Electrical power generation and distribution systems.
 - b. Water systems.
 - c. Sanitation systems.
 - d. Public buildings.
3. Establish liaison with the public works, port, and utility agencies.
4. Coordinate military civil engineer support to determine capabilities of port, public works facilities, and utilities.
5. Create overlays and charts for dissemination of the information, as required.
6. Develop plans for the screening of public works and utilities personnel to determine their competency and reliability.

7. Analyze the dependability of the cooperation from local agencies and area residents.

8. Document findings on resource cards.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to port and public work facilities
2. * Access to the appropriate civilian leaders and civil authorities
3. * Administrative materials
4. * Area study
5. * Area map(s)
6. * End User Computer Equipment (EUCE)
7. * Local telephone book(s)
8. * Marine Corps authorized software
9. * Operation Order (OPORD)
10. * Overlay material
11. * Resource card(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.09 (CORE) DISSEMINATE INFORMATION THROUGH PUBLIC AND PRIVATE AGENCIES

CONDITION(S): Given control of civilian communications media, area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, access to Psychological Operations Officer (PSYOP), access to Public Affairs Officer (PAO), loudspeakers, printed media, information for dissemination, and the references.

STANDARD(S): Per the references.

Appendix B to
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Identify the target audience.
2. Select the most effective media source for the target audience.
3. Prepare information programs to disseminate.
4. Obtain access to media facilities.
5. Allocate supplies, services, and materials necessary for the operation of the media.
6. Distribute and disseminate necessary information through both private and public agencies.
7. Conduct public opinion polls and research to determine the effectiveness of the disseminated information.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations
2. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to the Psychological Operations Officer (PSYOP)
2. * Access to the Public Affairs Officer (PAO)
3. * Access to the appropriate civilian leaders and civil authorities
4. * Administrative materials
5. * Area map(s)
6. * End User Computer Equipment (EUCE)
7. * Information for dissemination
8. * Loudspeakers
9. * Marine Corps authorized software
10. * Military control of civilian assets
11. * Operation Order (OPORD)
12. * Printed media

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.10 (CORE) COORDINATE NEWS CONFERENCES IN CONJUNCTION WITH THE PUBLIC AFFAIRS OFFICER (PAO)

CONDITION(S): Given control of civilian communications media, area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, access to Public Affairs Officer (PAO), information for dissemination, audiovisual equipment, and the references.

STANDARD(S): Per the references, ensuring the news conference disseminates information supporting the military mission.

PERFORMANCE STEPS:

1. Identify the available media resources.
2. Obtain access to media facilities.
3. Provide input to the Public Affairs Officer (PAO) to include:
 - a. Appropriate audiences for various Public Affairs (PA) messages.
 - b. Evaluation of media personnel's attitudes toward the Americans and the military operation.
 - c. Evaluation of expected audience reactions to Public Affairs (PA) messages.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 41-10, Civil Affairs Operations
2. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to the Public Affairs Officer (PAO)
2. * Access to the appropriate civilian leaders and civil authorities
3. * Administrative materials
4. * Area map(s)
5. * Audiovisual equipment/tapes

6. * End User Computer Equipment (EUCE)
7. * Information for dissemination
8. * Marine Corps authorized software
9. * Military control of civilian assets
10. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)
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TASK: 0513.03.11 (CORE PLUS) ASSESS CIVIL DEFENSE EMERGENCY PLANNING

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), access to appropriate civilian leaders and civil authorities, End User Computer Equipment (EUCE) and software, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Identify civilian protective shelters, in conjunction with local officials, assessing their suitability and capacity.
2. Identify civilian evacuation routes for capacity and non-interference with military operations.
3. Evaluate plans for welfare services and emergency food, water, sanitation, and medical supplies.
4. Evaluate plans for continuity of essential services, both government and private.
5. Identify shortfalls and problem areas.
6. Report assessment results to higher command, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 3-5, NBC Decontamination
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

6. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.12 (CORE PLUS) COORDINATE THE ACQUISITION OF RESOURCES TO MEET MILITARY OR CIVILIAN NEEDS

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, resource card(s), access to appropriate civilian leaders and civil authorities, access to local civilians, access to a G-4 representative, property receipts, interpreter, and the references.

STANDARD(S): Per the references, ensuring compliance with all international laws, treaties, and U. S. policies.

PERFORMANCE STEPS:

1. Review international laws, treaties, and agreements applicable to civilian supply.
2. Identify agencies involved with civilian supply.
3. Determine adequacy of civilian supplies.
4. Identify the Foreign Nation (FN) resources available to support military operations.
5. Establish procedures to survey civilian supply.
6. Coordinate with Foreign Nation (FN) authorities to determine the availability of goods and services.
7. Determine the effects of redistribution of resources.
8. Document findings on resource cards.

9. Establish the necessary accounting procedures for all supplies handled through civilian supply channels.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to local civilians
2. * Access to the G-4
3. * Access to the appropriate civilian leaders and civil authorities
4. * Administrative materials
5. * Area map(s)
6. * End User Computer Equipment (EUCE)
7. * Interpreter
8. * Marine Corps authorized software
9. * Operation Order (OPORD)
10. * Property receipts
11. * Resource card(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.13 (CORE PLUS) COORDINATE MILITARY ACQUISITION OF CIVILIAN PROPERTY AND FACILITIES

CONDITION(S): Given area map(s), a military requirement for civilian property and facilities, administrative materials, resource card(s), Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, access to local civilians, access to the G-4, access to the Staff Judge Advocate (SJA) and State Department representatives, property receipts, interpreter (if required), and the references.

STANDARD(S): Per the references, ensuring compliance with international law, treaties, and U. S. policies.

PERFORMANCE STEPS:

1. Review international laws, treaties, and agreements applicable to property control.
2. Identify public and private property available for military use.
3. Consult with the Staff Judge Advocate (SJA) and state department representatives on the legal aspects of acquisition of civilian property and facilities.
4. Prepare property acquisition plans.
 - a. Survey possible sites with Subject Matter Experts (SMEs).
 - b. Identify the agencies involved with property control.
 - c. Establish liaison with Foreign Nation (FN) property control agencies.
 - d. Document findings on resource cards.
5. Prepare plans for controlling negotiable assets and resources of potential military use that are not under the supervision of other agencies.
6. Establish a record keeping system on property acquired by the military from civilian sources, preserving civilian ownership.
7. Establish measures to safeguard and properly manage the acquired property.
8. Establish measures to restore the property to the civilian owners when no longer required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to State Department representative(s)
2. * Access to local civilians
3. * Access to the G-4
4. * Access to the Staff Judge Advocate (SJA)

5. * Access to the appropriate civilian leaders and civil authorities
6. * Administrative materials
7. * Area map(s)
8. * Civilian property and facilities
9. * End User Computer Equipment (EUCE)
10. Interpreter
11. * Marine Corps authorized software
12. * Operation Order (OPORD)
13. * Property receipts
14. * Resource card(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.14 (CORE) COORDINATE EMERGENCY RELIEF SUPPLIES/DISTRIBUTION FROM U. S., HOST NATION (HN), FOREIGN NATION (FN), OR OTHER SOURCES

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, and the references.

STANDARD(S): Per the references, ensuring the relief supplies are protected and distributed in relation to civilian needs.

PERFORMANCE STEPS:

1. Determine the number and location of needy civilian personnel.
2. Determine the specific type of assistance needed (e.g., food, clothing, medical, etc.).
3. Determine legal obligations, based on international law, treaties, and agreements.
4. Establish liaison with the Foreign Nation's (FN) public welfare agencies.
5. Determine the availability of welfare supplies and facilities.
6. Establish liaison with U. S., Host Nation (HN), or other sources of relief supplies.
7. Plan the establishment of emergency centers to house and feed civilians.
8. Plan the distribution of welfare and relief supplies.

9. Establish distribution centers, if necessary.
10. Determine how to transport the relief supplies.
11. Establish a plan to provide security measures to protect storage facilities and distribution points.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.15 (CORE) ARRANGE SALVAGE OF CAPTURED SUPPLIES FOR USE BY CIVILIANS

CONDITION(S): Given captured supplies, area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, and the references.

STANDARD(S): Per the references, ensuring an equitable distribution of supplies.

PERFORMANCE STEPS:

1. Identify captured supplies and materials available for civilian use.
2. Establish criteria for use by the civilian population.

3. Permit Non-Governmental Organizations (NGOs), Other Governmental Agencies (OGAs), International Organizations (IOs), and other individuals to request materials.

4. Determine most equitable distribution of materials.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * Captured supplies
5. * End User Computer Equipment (EUCE)
6. * Marine Corps authorized software
7. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.16 (CORE) CONDUCT CIVILIAN SUPPLY ACTIVITIES

CONDITION(S): Given area map(s), access to civilian supply, administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, resource card(s), and the references.

STANDARD(S): Per the references, ensuring the security of the supplies and an equitable distribution of materials.

PERFORMANCE STEPS:

1. Identify the agencies and key officials involved with civilian supply.

2. Liaison with the key officials of the Foreign Nation's (FN) civilian supply agencies.
3. Establish a system to inventory available resources.
4. Establish procedures to determine the critical commodities in short supply.
5. Develop a method of distribution.
6. Establish a plan to provide security measures to protect storage facilities and distribution points.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to civilian supply
2. * Access to the appropriate civilian leaders and civil authorities
3. * Administrative materials
4. * Area map(s)
5. * End User Computer Equipment (EUCE)
6. * Marine Corps authorized software
7. * Operation Order (OPORD)
8. * Resource card(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.17 (CORE) CONTROL SUPPLY DISTRIBUTION

CONDITION(S): Given area map(s), access to civilian supply, area study, administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, resource card(s), property receipts, and the references.

STANDARD(S): Per the references.

Appendix B to
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Develop plans to prevent black market activities including:
 - a. Price controls.
 - b. Distribution mechanisms.
 - c. Redistribution.
2. Forecast commodity shortfalls.
3. Identify commodity warehousing (hoarding).
4. Obtain excess commodities from Foreign Nationals (FN) by confiscation or purchase.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to civilian supply
2. * Access to the appropriate civilian leaders and civil authorities
3. * Administrative materials
4. * Area study
5. * Area map(s)
6. * End User Computer Equipment (EUCE)
7. * Marine Corps authorized software
8. * Operation Order (OPORD)
9. * Property receipts
10. * Resource card(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.18 (CORE) ASSESS CIVILIAN MEDICAL REQUIREMENTS

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, area study, and the references.

STANDARD(S): Per the references, ensuring the assessment is based on accurate data.

PERFORMANCE STEPS:

1. Review the area assessment for names and locations of key health officials.
2. Identify medical requirements of the civilian population.
3. Identify shortfalls not met by local health resources.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. CONTROL OF COMMUNICABLE DISEASES MANUAL, Civilian reference by Abram Benenson (Editor), 1995 (16th edition), American Public Health Association
2. FM 41-10, Civil Affairs Operations
3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
4. MCWP 4-11.1, Health Services Support Operations
5. REFUGEE HEALTH, Civilian reference: Refugee Health: An Approach to Emergency Situations, 1997, by The Doctors Without Borders USA
6. WHERE THERE IS NO DOCTOR, Civilian reference: Where There Is No Doctor: A Village Health Care Handbook by David Werner, et al. (May 1992)

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area study
4. * Area map(s)
5. * End User Computer Equipment (EUCE)
6. * Marine Corps authorized software
7. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.19 (CORE) ASSESS MEDICAL SUPPORT CAPABILITIES

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, area study, and the references.

STANDARD(S): Per the references, ensuring the assessment is based on accurate data.

PERFORMANCE STEPS:

1. Review the area study for the names and locations of key health officials.
2. Establish liaison with the Foreign Nation's (FN) health agencies.
3. Evaluate the Foreign Nation's (FN) health agencies.
4. Evaluate the International Organizations (IOs), Non-Governmental Organizations (NGOs), and Other Governmental Agencies (OGAs) health services support capabilities.
5. Determine the condition of the health facilities.
6. Document the medical personnel's qualifications.
7. Determine the availability of health resources.
8. Provide results of assessment to supported commander (e.g., surgeon, medical logistics element, G-4, etc.).

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. CONTROL OF COMMUNICABLE DISEASES MANUAL, Civilian reference by Abram Benenson (Editor), 1995 (16th edition), American Public Health Association
2. FM 41-10, Civil Affairs Operations
3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
4. MCWP 4-11.1, Health Services Support Operations
5. REFUGEE HEALTH, Civilian reference: Refugee Health: An Approach to Emergency Situations, 1997, by The Doctors Without Borders USA
6. WHERE THERE IS NO DOCTOR, Civilian reference: Where There Is No Doctor: A Village Health Care Handbook by David Werner, et al. (May 1992)

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area study
4. * Area map(s)

5. * End User Computer Equipment (EUCE)
6. * Marine Corps authorized software
7. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.20 (CORE) COORDINATE ACQUISITION OF MEDICAL SUPPORT FOR CIVILIANS FROM NON-GOVERNMENTAL ORGANIZATION (NGO), INTERNATIONAL ORGANIZATIONS (IO), AND OTHER GOVERNMENTAL AGENCIES (OGA)

CONDITION(S): Given area map(s), the appropriate administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, and the references.

STANDARD(S): Per the references, ensuring all appropriate agencies are contacted and available resources are allocated based on need.

PERFORMANCE STEPS:

1. Liaison with Non-Governmental Organizations (NGOs), Other Governmental Agencies (OGAs), International Organizations (IOs), and local civil authorities to coordinate acquisition of required resources.
2. Coordinate transfer of supplies to identified end user.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. CONTROL OF COMMUNICABLE DISEASES MANUAL, Civilian reference by Abram Benenson (Editor), 1995 (16th edition), American Public Health Association
2. FM 41-10, Civil Affairs Operations
3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
4. MCWP 4-11.1, Health Services Support Operations
5. REFUGEE HEALTH, Civilian reference: Refugee Health: An Approach to Emergency Situations, 1997, by The Doctors Without Borders USA
6. SOP, Standing Operating Procedures
7. WHERE THERE IS NO DOCTOR, Civilian reference: Where There Is No Doctor: A Village Health Care Handbook by David Werner, et al. (May 1992)

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities

2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)
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TASK: 0513.03.21 (CORE) COORDINATE CIVILIAN PUBLIC HEALTH AND SANITATION SERVICES

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Analyze the organization and functions of civilian public health and sanitation agencies.
2. Prepare plans to prevent, control, and treat communicable diseases.
3. Plan measures for protecting food and water supplies.
4. Ensure local ordinances informing civilians of medical and sanitary measures are made public.
5. Educate indigenous personnel on personal hygiene.
6. Ensure human excreta and other dangerous waste materials are safely disposed.
7. Provide plan for food sanitation.
8. Identify breeding places of disease-carrying insects.
9. Identify hazards from animals and marine life.
10. Enforce quarantine regulations.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. CONTROL OF COMMUNICABLE DISEASES MANUAL, Civilian reference by Abram Benenson (Editor), 1995 (16th edition), American Public Health Association
2. FM 41-10, Civil Affairs Operations

Appendix B to
ENCLOSURE (6)

3. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
4. MCWP 4-11.1, Health Services Support Operations
5. REFUGEE HEALTH, Civilian reference: Refugee Health: An Approach to Emergency Situations, 1997, by The Doctors Without Borders USA
6. WHERE THERE IS NO DOCTOR, Civilian reference: Where There Is No Doctor: A Village Health Care Handbook by David Werner, et al. (May 1992)

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.22 (CORE) COORDINATE PUBLIC SAFETY ACTIVITIES

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, resource card(s), and the references.

STANDARD(S): Per the references, ensuring all elements of public safety are evaluated and incorporated into a public safety assistance plan.

PERFORMANCE STEPS:

1. Identify public safety agencies.
2. Document findings on resource cards.
3. Establish liaison with public safety agencies.
4. Evaluate the Foreign Nation's (FN) public safety system.
5. Determine the availability of public safety resources.
6. Determine the capabilities of the public safety agencies (e.g., police, fire fighting, emergency rescue agencies, penal institutions, etc.).
7. Review civilian public safety plans.

8. Identify military forces requiring liaison with public safety agencies.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)
5. * Marine Corps authorized software
6. * Operation Order (OPORD)
7. * Resource card(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.23 (CORE) SUPERVISE ENFORCEMENT OF LAWS AND ORDINANCES

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, access to local laws and statutes, interpreter, and the references.

STANDARD(S): Per the references, ensuring compliance with all established laws and ordinances.

PERFORMANCE STEPS:

1. Instruct local law enforcement personnel of enforcement expectations.
2. Notify the population, via public information modes, of laws and ordinances in effect and enforcement policies.
3. Instruct Marines to supervise and instruct local law enforcement personnel, as required, on enforcement of laws and ordinances.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to local laws and statutes
2. * Access to the appropriate civilian leaders and civil authorities
3. * Administrative materials
4. * Area map(s)
5. * End User Computer Equipment (EUCE)
6. * Interpreter
7. * Marine Corps authorized software
8. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.24 (CORE) CONTROL ALL ARMS, AMMUNITION, IMPLEMENTS OF WAR, AND CONTRABAND ITEMS

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, access to the Staff Judge Advocate (SJA) and State Department representative(s), property receipts, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Determine which items constitute contraband.
2. Consult with the Staff Judge Advocate (SJA) and State Department representatives on the legal aspects of contraband and its seizure.
3. Publish proclamations establishing arms, ammunition, and contraband control and penalties for possession.

4. Offer amnesty for voluntary turn-in of banned items.
5. Coordinate with local civilian police and Military Police (MP) to establish joint roadblocks and checkpoints.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to State Department representative(s)
2. * Access to the Staff Judge Advocate (SJA)
3. * Access to the appropriate civilian leaders and civil authorities
4. * Administrative materials
5. * Area map(s)
6. * End User Computer Equipment (EUCE)
7. * Marine Corps authorized software
8. * Operation Order (OPORD)
9. * Property receipts

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.25 (CORE) COORDINATE MILITARY SUPPORT FOR THE DECONTAMINATION OF CULTURAL PROPERTIES

CONDITION(S): Given cultural properties, area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Establish liaison with the Foreign Nation's (FN) Arts, Monuments, and Archives (AMA) agencies.
2. Prepare plans for the decontamination of Arts, Monuments, and Archives (AMA).
3. Provide liaison between the custodians and decontamination personnel, as required.
4. Educate the local custodians on the decontamination process and elicit their advice regarding the preservation of Arts, Monuments, and Archives (AMA) objects.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 3-5, NBC Decontamination
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * Arts, Monuments, and Archives (AMA)
5. * End User Computer Equipment (EUCE)
6. * Marine Corps authorized software
7. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.26 (CORE) COORDINATE THE PROCUREMENT OF CIVILIAN LABOR TO ASSIST MILITARY FORCES

CONDITION(S): Given area map(s), the appropriate administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, access to the Staff Judge Advocate (SJA), access

to the Contracting Officer, access to the G-4, area study, resource card(s), telephone book(s), and the references.

STANDARD(S): Per the references, ensuring available civilian labor resources are allocated to the highest priority military labor projects.

PERFORMANCE STEPS:

1. Analyze the military requirement for civilian labor.
2. Establish priorities for the use of civilian labor, based on the commander's guidance.
3. Review Foreign Nation's (FN) labor laws and agreements.
4. Determine the legal restrictions affecting the use of Foreign Nation (FN) labor, in conjunction with the Staff Judge Advocate (SJA).
5. Review the area study for names and locations of key labor officials.
6. Establish liaison with Foreign Nation's (FN) labor agencies.
7. Determine the presence of labor unions.
8. Determine the effect labor unions could have on labor negotiations.
9. Determine the amount of political influence labor unions (if present) possess.
10. Determine the number of available skilled workers, by required occupations.
11. Document findings on resource cards.
12. Determine whether the civilian labor agencies can support the military's labor requirements.
13. Determine the resources needed to conduct training, including instructor and linguistic requirements.
14. Coordinate training of unskilled personnel, as required.
15. In conjunction with the G-4, allocate civilian labor resources to fill supported command's priorities.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs

TRAINING MATERIEL:

1. * Access to the Contracting Officer
2. * Access to the G-4
3. * Access to the Staff Judge Advocate (SJA)
4. * Access to the appropriate civilian leaders and civil authorities
5. * Administrative materials
6. * Area study
7. * Area map(s)
8. * End User Computer Equipment (EUCE)
9. * Local telephone book(s)
10. * Marine Corps authorized software
11. * Operation Order (OPORD)
12. * Resource card(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.27 (CORE PLUS) ESTABLISH CONTROL OF CIVILIAN MOVEMENT

CONDITION(S): Given the requirement to control civilian movements in the Area of Operations (AO), area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, access to the Staff Judge Advocate (SJA), access to Provost Marshal Office (PMO), and the references.

STANDARD(S): Per the references, ensuring compliance with international laws, regulations, and U. S. policies.

PERFORMANCE STEPS:

1. Determine the requirement/necessity for civilian movement.
2. Review the legal aspects of restricting civilian movement, through consultation with the Staff Judge Advocate (SJA).
3. Coordinate civilian movement with supported command.
4. Establish curfew hours, if necessary, in conjunction with military requirements and the civil authorities.

5. Establish movement zones, if necessary, in conjunction with military requirements and the civil authorities.
6. Develop criteria for civilian movement between zones or during curfew hours.
7. Provide documentation for personnel requiring movement between zones or during curfew hours.
8. Enforce movement restrictions, through coordination with civilian and Military Police (MP) checkpoints and patrols.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. AUDIOVISUAL PRODUCTS #710578, Dislocated Civilian Operations
3. FM 27-10, The Law of Land Warfare
4. FM 41-10, Civil Affairs Operations
5. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
6. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to the Provost Marshal Office (PMO)
2. * Access to the Staff Judge Advocate (SJA)
3. * Access to the appropriate civilian leaders and civil authorities
4. * Administrative materials
5. * Area map(s)
6. * End User Computer Equipment (EUCE)
7. * Marine Corps authorized software
8. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.28 (CORE) OPERATE TEMPORARY CAMPS FOR DISLOCATED CIVILIANS (DC)

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and

civil authorities, Dislocated Civilians (DCs) requiring refuge, map of Dislocated Civilian (DC) refugee camp, and the references.

STANDARD(S): Per the references, ensuring compliance with international law, treaties, and U. S. policies.

PERFORMANCE STEPS:

1. Locate the camp close to evacuation means but away from military targets.
2. Consider availability of food, water, power, medical support, and waste disposal in selection of camp location.
3. Establish policy for procuring resources and providing these for Dislocated Civilian (DC) use.
4. Utilize existing facilities, when possible.
5. Utilize Dislocated Civilians (DCs), local agencies, and government employees to construct and administer the camps.
6. Organize the camp into separate groups (i.e., unaccompanied males, unaccompanied females, unaccompanied children, and families).
7. Ensure each camp does not exceed 5,000 persons.
8. Provide a minimum standard of care, per the Office of the United Nations High Commissioner for Refugees (UNHCR) handbook.
9. Maximize the use of non-military assets in the operation of the camp.
10. Delegate responsibility for screening, medical care, preventive medicine, veterinary services, supply, security, transportation, and information dissemination to the camp administration.
11. Establish guidelines for the transition of control over Dislocated Civilian (DC) camps to Host Nation (HN), coalition, allied, and Non-Governmental Organizations (NGOs).

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. AUDIOVISUAL PRODUCTS #710578, Dislocated Civilian Operations
3. CONTROL OF COMMUNICABLE DISEASES MANUAL, Civilian reference by Abram Benenson (Editor), 1995 (16th edition), American Public Health Association
4. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
5. FM 27-10, The Law of Land Warfare
6. FM 41-10, Civil Affairs Operations
7. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs

Appendix B to
ENCLOSURE (6)

8. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
9. REFUGEE HEALTH, Civilian reference: Refugee Health: An Approach to Emergency Situations, 1997, by The Doctors Without Borders USA
10. UNHCR HANDBOOK, Office of the United Nations High Commissioner for Refugees Handbook
11. USAID DART HANDBOOK, U. S. Agency for International Development Disaster Assistance Response Team (DART) handbook
12. WHERE THERE IS NO DOCTOR, Civilian reference: Where There Is No Doctor: A Village Health Care Handbook by David Werner, et al. (May 1992)

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * Dislocated Civilians (DC)
5. * End User Computer Equipment (EUCE)
6. * Map of Dislocated Civilian (DC) refugee camp
7. * Marine Corps authorized software
8. * Operation Order (OPORD)
9. * Tent/Shelter

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.29 (CORE) FACILITATE THE RESETTLEMENT OR RETURN OF DISLOCATED CIVILIANS (DC) TO THEIR HOMES

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, map of Dislocated Civilian (DC) refugee camp, Dislocated Civilians (DCs) in need of resettlement, and the references.

STANDARD(S): Per the references, ensuring compliance with international law, treaties, and U. S. policies.

PERFORMANCE STEPS:

1. Review, in coordination with the Staff Judge Advocate (SJA), the international law and agreements pertaining to Dislocated Civilians (DCs).
2. Implement plans for the final disposition of Dislocated Civilians (DCs).

3. Report and identify Dislocated Civilians (DCs) who are unable to return home to team leader.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. AUDIOVISUAL PRODUCTS #710578, Dislocated Civilian Operations
3. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
4. FM 27-10, The Law of Land Warfare
5. FM 41-10, Civil Affairs Operations
6. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
7. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
8. UNHCR HANDBOOK, Office of the United Nations High Commissioner for Refugees Handbook
9. USAID DART HANDBOOK, U. S. Agency for International Development Disaster Assistance Response Team (DART) handbook

TRAINING MATERIEL:

1. * Administrative materials
2. * Area map(s)
3. * Dislocated Civilians (DC)
4. * End User Computer Equipment (EUCE)
5. * Map of Dislocated Civilian (DC) refugee camp
6. * Marine Corps authorized software
7. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.03.30 (CORE PLUS) ASSESS THE CIVILIAN COMMUNICATIONS MEDIA FOR SUPPORT CAPABILITIES TO THE MILITARY MISSION

CONDITION(S): Given control of civilian communications media, local phone book(s), area map(s), administrative materials, Operation Order (OPORD), area study, resource card(s), overlay materials, access to appropriate civilian leaders and civil authorities, access to the Staff Judge Advocate (SJA), access to the Public Affairs Officer (PAO), access to

Psychological Operations Officer (PSYOP), interpreter (if required), End User Computer Equipment (EUCE) and software, and the references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the area study for the names and locations of key public communications officials.
2. Determine the types, locations, and capabilities of public communications facilities.
3. Establish liaison with the public communications agencies.
4. Coordinate with the military communications support personnel to determine capabilities of public communications.
5. Document findings on resource cards.
6. Create overlays and charts for dissemination of information, as required.
7. Develop plans to obtain access to media facilities.
8. Evaluate public communications personnel to determine their competency and reliability.
9. Develop plans for the operations of public and private communications media to support communication with civilian populations in the Area of Operations (AO) (e.g., civil defense actions, etc.).
10. Develop plans to allocate supplies, services, and materials necessary for the operation of the media.
11. Develop plans for the review and censorship of civil information media.
12. Develop plans for community relations programs.
13. Recommend security measures for the protection of media systems.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to the Psychological Operations Officer (PSYOP)

2. * Access to the Public Affairs Officer (PAO)
3. * Access to the Staff Judge Advocate (SJA)
4. * Access to the appropriate civilian leaders and civil authorities
5. * Administrative materials
6. * Area study
7. * Area map(s)
8. * End User Computer Equipment (EUCE)
9. Interpreter
10. * Local telephone book(s)
11. * Marine Corps authorized software
12. * Military control of civilian assets
13. * Operation Order (OPORD)
14. * Overlay material
15. * Resource card(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

DUTY AREA 04 - CIVIL OUTREACH

TASK: 0513.04.01 (CORE PLUS) ESTABLISH RELATIONS WITH CIVIL AUTHORITIES, NON-GOVERNMENTAL ORGANIZATIONS (NGO), INTERNATIONAL ORGANIZATIONS (IO), AND OTHER GOVERNMENTAL AGENCIES (OGA)

CONDITION(S): Given the references, Operation Order (OPORD), country handbooks, administrative materials, area map(s), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, small token gift(s) (if appropriate), and an interpreter (if required).

STANDARD(S): Per the references, providing accurate, timely, and pertinent information to the civilian populace and minimizing friction between military and civilian forces.

PERFORMANCE STEPS:

1. Identify the local civil authorities, Non-Governmental Organization (NGO) personnel, International Organizations (IO) personnel, and local civilian leaders.
2. Meet with the individuals identified in Step 1.
3. Conduct introductions in a congenial, businesslike manner, consistent with the culture.
4. Explain the procedures for contacting the Marine Air Ground Task Force (MAGTF) Civil Affairs (CA) section.
5. Present a small token gift, if appropriate, on behalf of the Marine Air Ground Task Force (MAGTF) commander, consistent with the culture.
6. Brief organization representatives on the Civil-Military Operations (CMO) mission as it pertains to their particular organization.
7. Obtain each organization's estimate of its deficiencies, capabilities, and resources.
8. Make no commitments to the individuals regarding the Marine Air Ground Task Force's (MAGTF) ability to provide support.
9. Request feedback from the organization representatives regarding treatment of the population, cultural considerations, and effects of planned military operations on the civilian populace.
10. Solicit input from the civil authorities regarding other agencies/individuals to contact.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. FM 19-40, Enemy Prisoners Of War, Civilian Internees, and Detained Persons
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations

4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. JOINT PUB 3-57, Doctrine for Joint Civil Affairs
6. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * Country handbook(s)
5. * End User Computer Equipment (EUCE)
6. Interpreter
7. * Marine Corps authorized software
8. * Operation Order (OPORD)
9. Small token gift(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.04.02 (CORE PLUS) IMPLEMENT CIVIL AFFAIRS (CA) ENACTMENTS (I.E., PROCLAMATION, ORDINANCE, NOTICE, DIRECTIVE)

CONDITION(S): Given area map(s); Civil Affairs (CA) enactments; administrative materials; Operation Order (OPORD); End User Computer Equipment (EUCE) and software; access to appropriate civilian leaders and civil authorities; access to the Staff Judge Advocate (SJA), Public Affairs Officer (PAO), Psychological Operations (PSYOP) assets, and State Department representatives (if required); and the references.

STANDARD(S): Per the references, ensuring the enactment complies with international law and supports the Marine Air Ground Task Force (MAGTF) mission.

PERFORMANCE STEPS:

1. Review international laws, treaties, and agreements applicable to civil information.
2. Determine the requirement for the issuance of a Civil Affairs (CA) enactment(s) (i.e., proclamation, ordinance, notice, directive).
3. Ensure any proclamations, ordinances, directives, and notices will meet the needs of the command.
4. Identify the target audiences.

5. Evaluate the potential impact of the enactment(s) on the civilian population.
6. Determine the best publishing method to use for the Civil Affairs (CA) enactment(s).
7. Utilizing the commander's guidance, draw up the Civil Affairs (CA) enactment(s), in conjunction with the Staff Judge Advocate (SJA), Public Affairs Officer (PAO), Psychological Operations (PSYOP) assets, and State Department representatives, if required.
8. Ensure widest dissemination and publication of Civil Affairs (CA) enactment(s).
9. Develop an advisory program to redress civilian concerns.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
5. HAGUE CONVENTION OF 1907 (IV), Article 43, Embodying the Regulations Respecting the Laws and Customs of War on Land
6. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to State Department representative(s)
2. * Access to the Psychological Operations Officer (PSYOP)
3. * Access to the Public Affairs Officer (PAO)
4. * Access to the Staff Judge Advocate (SJA)
5. * Access to the appropriate civilian leaders and civil authorities
6. * Administrative materials
7. * Area map(s)
8. * Enactments
9. * End User Computer Equipment (EUCE)
10. * Marine Corps authorized software
11. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.04.03 (CORE) IMPLEMENT MEASURES TO PREVENT HUMAN RIGHTS ABUSES

CONDITION(S): Given area map(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, access to appropriate civilian leaders and civil authorities, and the references.

STANDARD(S): Per the references, ensuring compliance with all international law, treaties, and U. S. policies.

PERFORMANCE STEPS:

1. Educate public safety personnel, including Foreign Nation's (FN) military, on recognizing and preventing human rights abuses.
2. Educate the civilian population on recognizing and reporting human rights abuses.
3. If human rights abuses are taking place, implement additional measures to prevent their occurrence.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. International law, treaties, and U. S. policies
2. FM 27-10, The Law of Land Warfare
3. FM 41-10, Civil Affairs Operations
4. GENEVA CONVENTION OF 1949 (III), Relative to the Treatment of Prisoners of War
5. GENEVA CONVENTION OF 1949 (IV), Relative to the Protection of Civilian Persons in Time of War
6. HAGUE CONVENTION OF 1907 (IV), Article 43, Embodying the Regulations Respecting the Laws and Customs of War on Land
7. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to the appropriate civilian leaders and civil authorities
2. * Administrative materials
3. * Area map(s)
4. * End User Computer Equipment (EUCE)

Appendix B to
ENCLOSURE (6)

5. * Marine Corps authorized software
6. * Operation Order (OPORD)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

TASK: 0513.04.04 (CORE) ARBITRATE DISPUTES BETWEEN OPPOSING ETHNIC, CULTURAL, RELIGIOUS, OR SOCIAL GROUPS IN THE AREA OF OPERATIONS (AO)

CONDITION(S): Given a scenario involving a dispute between opposing civilian groups, access to appropriate civilian leaders and civil authorities, access to local civilians, interpreter (if required), area map(s), tourist guidebook(s), administrative materials, Operation Order (OPORD), End User Computer Equipment (EUCE) and software, and the references.

STANDARD(S): Per the references, minimizing interference with the Marine Air Ground Task Force (MAGTF) mission.

PERFORMANCE STEPS:

1. Conduct liaison with local, social, cultural, religious, and ethnic leaders.
2. Act as the disinterested party in negotiations between opposing ethnic, cultural, religious, and social groups in the area.
3. Facilitate dispute resolutions in a fair and reasonable manner.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FM 27-10, The Law of Land Warfare
2. FM 41-10, Civil Affairs Operations
3. FMFM 7-34 (FUTURE MCWP 3-33.1), MAGTF Civil Affairs
4. JOINT PUB 3-57, Doctrine for Joint Civil Affairs

TRAINING MATERIEL:

1. * Access to local civilians
2. * Access to the appropriate civilian leaders and civil authorities
3. * Administrative materials
4. * Area map(s)
5. * End User Computer Equipment (EUCE)
6. Interpreter

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20 DEC 00

7. * Marine Corps authorized software
8. * Operation Order (OPORD)
9. * Tourist guidebook(s)

DISTANCE LEARNING PRODUCT(S):

1. ARMY INSTITUTE FOR PROFESSIONAL DEV CRS, RC Civil Affairs Officer Advanced Course (Civil Affairs Branch 38A)

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS BY SPECIFIC CATEGORY (MOJT, DL, PST)

1. This enclosure summarizes the Individual Training Standards (ITS) according to three categories:

Appendix A: ITSS Trained via Managed On-The-Job Training (MOJT)

Appendix B: ITSS Supported by Distance Learning (DL) Products

Appendix C: ITSS Supported by Performance Support Tools (PST)

2. If no information is applicable to a category, the appendix will include a statement to that effect.

3. Format. The columns in each appendix are as follows:

a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.

b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.

c. TITLE. ITS Task Title.

d. CORE. An "X" appears in this column when the task is designated as a "core" task required to "make" a Marine or qualify that Marine for the appropriate MOS. The absence of an "X" indicates that this is an advanced ("core plus") task that is mission, grade, or billet specific.

e. FLC. Functional Learning Center. An "X" appears in this column when the FLC is designated as the initial training setting. The absence of an "X" indicates that the initial training is accomplished through Managed On-The-Job Training (MOJT).

f. DL. Distance Learning (DL) Product. An "X" in this column indicates that at least one DL product is associated with this task. Consult enclosure (6) for details.

g. PST. Performance Support Tool (PST). An "X" in this column indicates that at least one PST is associated with this task. Consult enclosure (6) for details.

h. SUS. Sustainment Training Period. An entry in this column represents the number of months between evaluation or retraining by the unit to maintain the proficiency required by the standard, provided the task supports the unit's METL.

i. REQ BY. Required By. An entry in this column depicts the lowest grade required to demonstrate proficiency in this task.

j. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

ENCLOSURE (7)

INDIVIDUAL TRAINING STANDARDS TRAINED VIA MANAGED ON-THE-JOB TRAINING

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
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MOS 0503, Civil Affairs Officer

There are no MOJT tasks assigned to any duty areas within this MOS.

MOS 0513, Civil Affairs Noncommissioned Officer

DUTY AREA 01 - GENERAL

4)	0513.01.04	PREPARE A CIVIL-MILITARY OPERATION (CMO) ESTIMATE	X			12	SSgt	6-B-4		
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DUTY AREA 02 - CIVIL AFFAIRS PLANNING

2)	0513.02.02	ADVISE THE COMMANDER ON THE FEASIBILITY OF U. S. PERSONNEL PROVIDING MEDICAL SERVICES TO THE CIVILIAN POPULACE	X			12	SSgt	6-B-12		
4)	0513.02.04	INTEGRATE LOCAL PUBLIC SAFETY ACTIVITIES INTO TACTICAL AND REAR BATTLE PLANS	X			12	SSgt	6-B-14		
5)	0513.02.05	RECOMMEND PRIORITIES FOR RESTORATION WORK OR SERVICE SUSPENSION OF PUBLIC UTILITIES AND COMMUNICATIONS FACILITIES	X			12	SSgt	6-B-15		

DUTY AREA 03 - CIVIL AFFAIRS ACTIVITIES

4)	0513.03.04	COORDINATE NON-U. S. MILITARY SUPPORT TO MEET CIVIL REQUIREMENTS	X			12	SSgt	6-B-20		
5)	0513.03.05	INTEGRATE CIVILIAN ACTIVITIES AND RESOURCES INTO REAR BATTLE AND DAMAGE CONTROL PLANS IN COOPERATION WITH THE REAR AREA OPERATIONS CENTER (RAOC)	X			12	SSgt	6-B-21		
11)	0513.03.11	ASSESS CIVIL DEFENSE EMERGENCY PLANNING	X			12	SSgt	6-B-29		
12)	0513.03.12	COORDINATE THE ACQUISITION OF RESOURCES TO MEET MILITARY OR CIVILIAN NEEDS	X			12	SSgt	6-B-30		
13)	0513.03.13	COORDINATE MILITARY ACQUISITION OF CIVILIAN PROPERTY AND FACILITIES	X			12	SSgt	6-B-31		
27)	0513.03.27	ESTABLISH CONTROL OF CIVILIAN MOVEMENT	X			12	SSgt	6-B-48		
30)	0513.03.30	ASSESS THE CIVILIAN COMMUNICATIONS MEDIA FOR SUPPORT CAPABILITIES TO THE MILITARY MISSION	X			12	SSgt	6-B-52		

DUTY AREA 04 - CIVIL OUTREACH

1)	0513.04.01	ESTABLISH RELATIONS WITH CIVIL AUTHORITIES, NON-GOVERNMENTAL ORGANIZATIONS (NGO), INTERNATIONAL ORGANIZATIONS (IO), AND OTHER GOVERNMENTAL AGENCIES (OGA)	X			12	SSgt	6-B-55		
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Appendix A to
ENCLOSURE (7)

<u>SEQ</u>	<u>TASK</u>	<u>TITLE</u>	<u>CORE</u>	<u>FLC</u>	<u>DL</u>	<u>PST</u>	<u>SUS</u>	<u>REQ</u>	<u>BY</u>	<u>PAGE</u>
2)	0513.04.02	IMPLEMENT CIVIL AFFAIRS (CA) ENACTMENTS (I.E., PROCLAMATION, ORDINANCE, NOTICE, DIRECTIVE)		X			12	SSgt		6-B-56

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INDIVIDUAL TRAINING STANDARDS SUPPORTED BY DISTANCE LEARNING PRODUCTS

This appendix includes a summary listing of all ITS tasks that have at least one currently available or planned distance learning (DL) product associated with them. They are grouped by MOS and Duty Area.

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
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MOS 0503, Civil Affairs OfficerDUTY AREA 01 - GENERAL

1)	0503.01.01	CONDUCT A CIVIL AFFAIRS (CA) COMMAND ORIENTATION	X	X	X			12 Capt		6-A-1
2)	0503.01.02	DELIVER A CIVIL AFFAIRS (CA) SITUATION BRIEF	X	X	X			12 Capt		6-A-2
3)	0503.01.03	DEVELOP AN AREA STUDY	X	X	X			12 Capt		6-A-3
4)	0503.01.04	CONDUCT AN AREA ASSESSMENT	X	X	X			12 Capt		6-A-5
5)	0503.01.05	IDENTIFY FUNDING SOURCES IN CIVIL AFFAIRS (CA) ACTIVITIES	X	X	X			12 Capt		6-A-6

DUTY AREA 02 - CIVIL AFFAIRS PLANNING

1)	0503.02.01	PLAN A CIVIL-MILITARY OPERATION (CMO)	X	X	X			12 Capt		6-A-8
2)	0503.02.02	PREPARE CIVIL-MILITARY OPERATION (CMO) ESTIMATE OF THE SITUATION	X	X	X			12 Capt		6-A-9
3)	0503.02.03	WRITE A CIVIL AFFAIRS (CA) ANNEX (ANNEX G) TO AN OPERATION ORDER (OPORD)	X	X	X			12 Capt		6-A-10
4)	0503.02.04	ADVISE MARINE AIR GROUND TASK FORCE (MAGTF) COMMANDER ON THE MORAL AND LEGAL OBLIGATIONS TO THE PUBLIC	X	X	X			12 Capt		6-A-12
5)	0503.02.05	ADVISE THE MARINE AIR GROUND TASK FORCE (MAGTF) COMMANDER ON THE EXECUTION OF THE LEGAL ASPECTS OF CIVIL-MILITARY OPERATIONS (CMO)	X	X	X			12 Capt		6-A-13
6)	0503.02.06	COORDINATE CIVIL-MILITARY OPERATIONS (CMO) WITH HIGHER AND ADJACENT STAFFS AND CIVIL AFFAIRS (CA) UNITS	X	X	X			12 Capt		6-A-15
7)	0503.02.07	ESTABLISH THE CIVIL AFFAIRS (CA) OPERATIONS CELL	X	X	X			12 Capt		6-A-15
8)	0503.02.08	DEVELOP A LOCAL CIVIL DEFENSE PLAN	X	X	X			12 Capt		6-A-17
9)	0503.02.09	DEVELOP A CIVIL INFORMATION PROGRAM	X	X	X			12 Capt		6-A-18
10)	0503.02.10	PREPARE A CIVIL-MILITARY OPERATIONS (CMO) FRAGMENTARY ORDER (FRAGO)	X	X	X			12 Capt		6-A-20

DUTY AREA 03 - CIVIL AFFAIRS ACTIVITIES

1)	0503.03.01	OPERATE A CIVIL AFFAIRS (CA) OPERATIONS CELL	X	X	X			12 Capt		6-A-22
2)	0503.03.02	ESTABLISH RELATIONS WITH NON-GOVERNMENTAL ORGANIZATIONS (NGO), OTHER GOVERNMENTAL ORGANIZATIONS (OGA),	X	X	X			12 Capt		6-A-23

Appendix B to
ENCLOSURE (7)

20 DEC 00

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
		INTERNATIONAL ORGANIZATIONS (IO), AND LOCAL CIVIL AUTHORITIES								
3)	0503.03.03	CONDUCT DISLOCATED CIVILIAN (DC) OPERATIONS	X	X	X			12	Capt	6-A-24
4)	0503.03.04	CONDUCT A HUMANITARIAN ASSISTANCE (HA) PROGRAM	X	X	X			12	Capt	6-A-26
5)	0503.03.05	CONDUCT MILITARY CIVIC ACTION (MCA)	X	X	X			12	Capt	6-A-27
6)	0503.03.06	COORDINATE FOREIGN NATION SUPPORT (FNS)	X	X	X			12	Capt	6-A-29
7)	0503.03.07	PROVIDE INITIAL CIVIL ADMINISTRATION IN ENEMY TERRITORY	X	X	X			12	Capt	6-A-30
8)	0503.03.08	ESTABLISH A CIVIL-MILITARY OPERATIONS CENTER (CMOC)	X	X	X			12	Capt	6-A-32
9)	0503.03.09	DIRECT A CIVIL-MILITARY OPERATIONS CENTER (CMOC)	X	X	X			12	Capt	6-A-33

DUTY AREA 04 - CIVIL OUTREACH

1)	0503.04.01	CONDUCT A TOWN MEETING	X	X	X			12	Capt	6-A-35
2)	0503.04.02	SUPPORT THE ESTABLISHMENT AND MAINTENANCE OF A JUDICIAL SYSTEM IN THE AREA OF RESPONSIBILITY (AOR)	X	X	X			12	Capt	6-A-36

MOS 0513, Civil Affairs Noncommissioned OfficerDUTY AREA 01 - GENERAL

2)	0513.01.02	DEVELOP AN AREA STUDY	X	X	X			12	Cpl	6-B-2
4)	0513.01.04	PREPARE A CIVIL-MILITARY OPERATION (CMO) ESTIMATE			X			12	SSgt	6-B-4
6)	0513.01.06	EDUCATE MILITARY PERSONNEL ON PROPER TREATMENT OF ARTS, MONUMENTS, AND ARCHIVES (AMA)	X	X	X			12	Cpl	6-B-7

DUTY AREA 02 - CIVIL AFFAIRS PLANNING

1)	0513.02.01	PREPARE CIVIL AFFAIRS (CA) OVERLAYS (E.G., DEMOGRAPHIC; CIVIL SUPPLY; PUBLIC UTILITIES; HEALTH SERVICES; DISLOCATED CIVILIANS (DC); ARTS, MONUMENTS, AND ARCHIVES (AMA), ETC.)	X	X	X			12	Cpl	6-B-11
2)	0513.02.02	ADVISE THE COMMANDER ON THE FEASIBILITY OF U. S. PERSONNEL PROVIDING MEDICAL SERVICES TO THE CIVILIAN POPULACE			X			12	SSgt	6-B-12
3)	0513.02.03	COORDINATE CIVIL DEFENSE ACTIVITIES/PLANS WITH LOCAL OFFICIALS AND PUBLIC SAFETY PERSONNEL	X	X	X			12	Cpl	6-B-13
4)	0513.02.04	INTEGRATE LOCAL PUBLIC SAFETY ACTIVITIES INTO TACTICAL AND REAR BATTLE PLANS			X			12	SSgt	6-B-14
5)	0513.02.05	RECOMMEND PRIORITIES FOR RESTORATION WORK OR SERVICE SUSPENSION OF PUBLIC UTILITIES AND COMMUNICATIONS FACILITIES			X			12	SSgt	6-B-15

SEQ TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
<u>DUTY AREA 03 - CIVIL AFFAIRS ACTIVITIES</u>								
1) 0513.03.01	TRACK AVAILABLE CIVIL AFFAIRS (CA) RESOURCES	X	X	X	12	Cpl	6-B-17	
2) 0513.03.02	PREPARE A PERIODIC CIVIL AFFAIRS (CA) REPORT	X	X	X	12	Cpl	6-B-18	
3) 0513.03.03	MAINTAIN A CIVIL AFFAIRS (CA) JOURNAL	X	X	X	12	Cpl	6-B-19	
4) 0513.03.04	COORDINATE NON-U. S. MILITARY SUPPORT TO MEET CIVIL REQUIREMENTS			X	12	SSgt	6-B-20	
5) 0513.03.05	INTEGRATE CIVILIAN ACTIVITIES AND RESOURCES INTO REAR BATTLE AND DAMAGE CONTROL PLANS IN COOPERATION WITH THE REAR AREA OPERATIONS CENTER (RAOC)			X	12	SSgt	6-B-21	
6) 0513.03.06	PREPARE DAMAGE CLAIM FORMS	X	X	X	12	Cpl	6-B-22	
7) 0513.03.07	PROTECT ARTS, MONUMENTS, AND ARCHIVES (AMA) AND OTHER CULTURAL PROPERTIES FROM DESTRUCTION/THEFT/DAMAGE	X	X	X	12	Cpl	6-B-23	
8) 0513.03.08	ASSESS UTILITY OF PORT AND PUBLIC WORKS FACILITIES FOR MILITARY USE OR CONTROL	X	X	X	12	Cpl	6-B-25	
9) 0513.03.09	DISSEMINATE INFORMATION THROUGH PUBLIC AND PRIVATE AGENCIES	X	X	X	12	Cpl	6-B-26	
10) 0513.03.10	COORDINATE NEWS CONFERENCES IN CONJUNCTION WITH THE PUBLIC AFFAIRS OFFICER (PAO)	X	X	X	12	Cpl	6-B-28	
11) 0513.03.11	ASSESS CIVIL DEFENSE EMERGENCY PLANNING			X	12	SSgt	6-B-29	
12) 0513.03.12	COORDINATE THE ACQUISITION OF RESOURCES TO MEET MILITARY OR CIVILIAN NEEDS			X	12	SSgt	6-B-30	
13) 0513.03.13	COORDINATE MILITARY ACQUISITION OF CIVILIAN PROPERTY AND FACILITIES			X	12	SSgt	6-B-31	
14) 0513.03.14	COORDINATE EMERGENCY RELIEF SUPPLIES/DISTRIBUTION FROM U. S., HOST NATION (HN), FOREIGN NATION (FN), OR OTHER SOURCES	X	X	X	12	Cpl	6-B-33	
15) 0513.03.15	ARRANGE SALVAGE OF CAPTURED SUPPLIES FOR USE BY CIVILIANS	X	X	X	12	Cpl	6-B-34	
16) 0513.03.16	CONDUCT CIVILIAN SUPPLY ACTIVITIES	X	X	X	12	Cpl	6-B-35	
17) 0513.03.17	CONTROL SUPPLY DISTRIBUTION	X	X	X	12	Cpl	6-B-36	
18) 0513.03.18	ASSESS CIVILIAN MEDICAL REQUIREMENTS	X	X	X	12	Cpl	6-B-38	
19) 0513.03.19	ASSESS MEDICAL SUPPORT CAPABILITIES	X	X	X	12	Cpl	6-B-39	
20) 0513.03.20	COORDINATE ACQUISITION OF MEDICAL SUPPORT FOR CIVILIANS FROM NON-GOVERNMENTAL ORGANIZATION (NGO), INTERNATIONAL ORGANIZATIONS (IO), AND OTHER GOVERNMENTAL AGENCIES (OGA)	X	X	X	12	Cpl	6-B-40	
21) 0513.03.21	COORDINATE CIVILIAN PUBLIC HEALTH AND SANITATION SERVICES	X	X	X	12	Cpl	6-B-41	
22) 0513.03.22	COORDINATE PUBLIC SAFETY ACTIVITIES	X	X	X	12	Cpl	6-B-42	
23) 0513.03.23	SUPERVISE ENFORCEMENT OF LAWS AND ORDINANCES	X	X	X	12	Cpl	6-B-43	
24) 0513.03.24	CONTROL ALL ARMS, AMMUNITION, IMPLEMENTS OF WAR, AND CONTRABAND ITEMS	X	X	X	12	Cpl	6-B-44	
25) 0513.03.25	COORDINATE MILITARY SUPPORT FOR THE DECONTAMINATION OF CULTURAL PROPERTIES	X	X	X	12	Cpl	6-B-45	
26) 0513.03.26	COORDINATE THE PROCUREMENT OF CIVILIAN LABOR TO ASSIST MILITARY FORCES	X	X	X	12	Cpl	6-B-46	
27) 0513.03.27	ESTABLISH CONTROL OF CIVILIAN MOVEMENT			X	12	SSgt	6-B-48	

Appendix B to
ENCLOSURE (7)

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ	BY	PAGE
28)	0513.03.28	OPERATE TEMPORARY CAMPS FOR DISLOCATED CIVILIANS (DC)	X	X	X		12	Cpl		6-B-49
29)	0513.03.29	FACILITATE THE RESETTLEMENT OR RETURN OF DISLOCATED CIVILIANS (DC) TO THEIR HOMES	X	X	X		12	Cpl		6-B-51
30)	0513.03.30	ASSESS THE CIVILIAN COMMUNICATIONS MEDIA FOR SUPPORT CAPABILITIES TO THE MILITARY MISSION			X		12	SSgt		6-B-52

DUTY AREA 04 - CIVIL OUTREACH

1)	0513.04.01	ESTABLISH RELATIONS WITH CIVIL AUTHORITIES, NON-GOVERNMENTAL ORGANIZATIONS (NGO), INTERNATIONAL ORGANIZATIONS (IO), AND OTHER GOVERNMENTAL AGENCIES (OGA)			X		12	SSgt		6-B-55
2)	0513.04.02	IMPLEMENT CIVIL AFFAIRS (CA) ENACTMENTS (I.E., PROCLAMATION, ORDINANCE, NOTICE, DIRECTIVE)			X		12	SSgt		6-B-56
3)	0513.04.03	IMPLEMENT MEASURES TO PREVENT HUMAN RIGHTS ABUSES	X	X	X		12	Cpl		6-B-58
4)	0513.04.04	ARBITRATE DISPUTES BETWEEN OPPOSING ETHNIC, CULTURAL, RELIGIOUS, OR SOCIAL GROUPS IN THE AREA OF OPERATIONS (AO)	X	X	X		12	Cpl		6-B-59

INDIVIDUAL TRAINING STANDARDS SUPPORTED BY PERFORMANCE SUPPORT TOOLS

There are no performance support tools assigned to any tasks in this order.